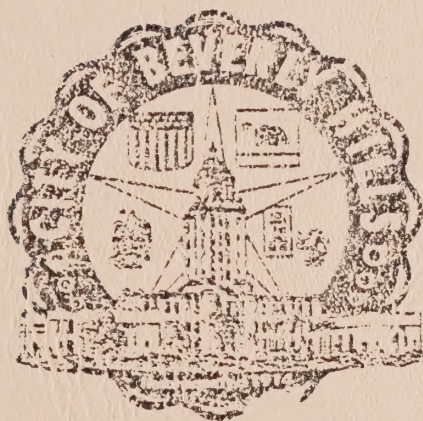


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CITY OF BEVERLY HILLS



RECORDS PROGRAM

MANUAL

*Have admin. Reporting
Admin. office recording Beverly Hills*

INSTITUTE OF GOVERNMENTAL
STUDIES LIBRARY

JUL 18 1977

UNIVERSITY OF CALIFORNIA

Prepared by

AR 2-0.17

CITY CLERK'S OFFICE

6/77

ADMINISTRATIVE REGULATIONS
OF THE
CITY OF BEVERLY HILLS

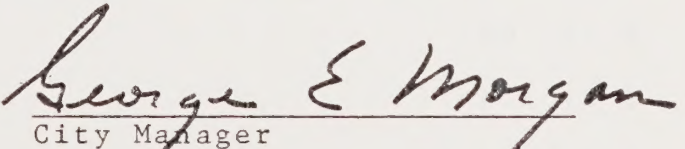
AR No. 2-0.17
June 7, 1977
Page 1


SUBJECT: RECORDS PROGRAM FOR THE CITY OF BEVERLY HILLS

- I. Purpose - To establish a RECORDS PROGRAM to apply efficient and economical management methods to the maintenance, retention, preservation and disposal of all City records used in the operations of the City's business.
- II. Effective Date - Upon Council approval of RECORDS PROGRAM.
- III. Reference - City of Beverly Hills RECORDS PROGRAM MANUAL
- IV. Procedures - Policy and procedures for the RECORDS PROGRAM are contained in the City of Beverly Hills RECORDS PROGRAM MANUAL which has been made available to all City Departments.

Program and Departmental Retention and Transfer Schedules will be reviewed annually by City Clerk and Departmental Records Coordinators for updating and any changes required due to new types of records or new divisions or departments.

- V. RESPONSIBILITIES - The City Clerk shall be the Records Manager for the City, and shall be responsible for making additions, corrections, and changes to the City of Beverly Hills RECORDS PROGRAM MANUAL, with the approval of the City Attorney. City Clerk shall be responsible for implementing the policies, rules and procedures contained in said Manual.


City Manager



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TABLE OF CONTENTS

I.	Purpose, Definitions, Procedures		1
II.	Forms		
A.	Destruction List		7
B.	Destruction List for Duplicates and Other Documents Not Requiring City Council Resolution or Approval		8
C.	Statement of Destruction		9
D.	Request for Microfilming		10
E.	Instructions for Submitting Materials to City Clerk's Office for Preparation and Microfilming and for Completion of "Request for Microfilming."		11
III.	Authorities		13
IV.	Records Transfer and Retention Schedules for All City Departments		
A.	City Council	CC	1- 4
B.	City Manager's Office	CM	1- 6
C.	Building & Safety	BL	1- 2
D.	City Attorney	CA	1- 9
E.	City Clerk	CK	1-19
F.	City Controller	CO	1- 8
G.	Fire	F	1- 4
H.	Library	L	1- 8
I.	Management Services	MS	1- 5
J.	Personnel	PE	1
K.	Planning	PL	1-11
L.	Police	PO	1- 9

TABLE OF CONTENTS (CONTINUED)

M.	Public Services	PS	1-14
N.	Recreation	R	1- 3
O.	Traffic and Parking	TR	1- 2

I

PURPOSE,

DEFINITIONS,

PROCEDURES

I. PURPOSE

To establish a RECORDS PROGRAM to apply efficient and economical management methods to the maintenance, retention, preservation and disposal of all City records used in the operations of the City's business. Nothing herein is intended to waive the exemption of those particular records excluded from the California Public Records Act as set forth in Section 6254 of the Government Code. (See *Authorities* attached hereto.)

II. SCOPE

The RECORDS PROGRAM covers all City records except library materials and museum materials used solely for reference or exhibition purposes, and stocks of publications and processed documents.

III. DEFINITIONS

- A. Public Records, or "Records": Any writing containing information relating to the conduct of the Public's business; prepared, used, or retained by the City, regardless of physical form or characteristic. For exemptions, see GC §6254 (*Authorities*).
- B. Original Record (or Record Copy): That document which is produced by handwriting or direct typewriting and which bears either the signature of the author(s) or is designated by such author as the original document. The record copy may be a carbon copy or photographic copy which acts as the original for the City if there is no other original on file in the City, and a duplicate of a document sent outside of the City shall be considered

the original document for City's record purposes. The original or record copy may be various forms, such as pictures, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents. (GC § 6252)

- C. Copy (or Duplicate): Is a duplicate of the original document or record which is produced either by photographic or photostatic means or by carbon paper impression.
- D. Archival (Vital) Records: Those with historical or research value.
- E. Active Records: Those records which are two years or less in age.
- F. Inactive Records: Those records which are more than two years in age.

IV. OBJECTIVES

- A. To destroy and/or microfilm promptly at designated times those originals and duplicate records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes.
- B. By use of Records Transfer and Retention Schedules as adopted by each Department and approved by City Attorney, identify Public Records in each Department and set time requirements for originals and duplicates for retention and/or destruction.
- C. To protect records essential to the City Government in the event of disaster.

- D. To ensure the preservation of records with long-term or permanent value.
- E. To conserve space presently utilized by storage of active and inactive public records by the use of microfilm.

V. RESPONSIBILITIES

- A. All City Departments are included in the RECORDS PROGRAM.
- B. Each Department and major division shall appoint a Records Coordinator and notify City Clerk's Office of such appointment. When a Coordinator terminates or leaves his position, a new appointment shall be made and City Clerk's Office notified.

C. Original Documents or Files:

Records Coordinator will list on Form A, "Destruction List for Originals," such original documents or files which they recommend for destruction without microfilming. The Records Coordinator shall consult the Records Transfer and Retention Schedule submitted by their departments for the time periods as approved for destruction. (Any changes to such Records Transfer and Retention Schedule must be channeled by Department Head through City Clerk and City Attorney for approval.)

Department Head shall sign Form A and obtain approval of the list of documents recommended for destruction without microfilming by the City Attorney. Form A will then be sent to City Clerk.

City Clerk shall place Resolution for Destruction of Records incorporating all Forms A received on the Council agenda during June and December of each year, and shall notify the requesting Departments of the approval or disapproval of

the requests.

Records Coordinator shall destroy the records approved for destruction on Form A within two weeks of such approval by Council and sign a statement of destruction (See *Form C*,) which shall be filed with City Clerk.

D. Duplicate Records or Files:

Records Coordinators shall list duplicate records or files desired to be destroyed on Form B, "Destruction List for Duplicates and Other Documents Not Requiring City Council Resolution or Approval." This can be done at any time when the Records Coordinator determines the accumulation of such duplicate records or files requires destruction. All documents or files listed on Form B shall conform to the time requirements as listed in Records Transfer and Retention Schedule submitted by the Department and approved by Council. Department Head shall sign Form B if they approve such documents or files for destruction, and forward Form B to City Attorney, who will check the list with Records Transfer and Retention Schedule for conformance. If satisfactory, City Attorney shall sign the Form B and return to Department. Records Coordinator shall destroy the listed documents or files and sign Statement of Destruction (See *Form C*,) within two weeks of approval by City Attorney. Original Form C shall be filed in the Department, with a copy forwarded to City Clerk for filing, with a copy of Form B.

E. Microfilming of Records:

Records Coordinator shall list those documents requiring microfilming on Form D, "Request for Microfilming." These

documents or files must be listed for microfilming on the Department's Records Transfer and Retention Schedule, and the time requirements satisfied.

Department Head shall approve Form D and forward to City Clerk.

City Clerk will schedule the transfer of the designated records to a storage area prior to preparation for microfilming. Materials to be transferred shall be prepared in accordance with Form E, "Instructions for Submitting Materials to City Clerk's Office for Preparation and Microfilming, and For Completion of 'Request for Microfilming'."

VI. POLICY

- A. Original records, whether listed on Records Transfer and Retention Schedule or not, may not be destroyed if less than two years old. After two years, original records to be destroyed without microfilming must be approved for destruction by written consent of the City Attorney and Resolution of the City Council. (See Government Code § 34090 and 34090.5, *Authorities*, for originals which may not be destroyed.)
- B. Duplicate records listed on Records Transfer and Retention Schedule, and other documents as exempted from disclosure requirements in Government Code § 6254(a) (See *Authorities*), shall be destroyed as soon as possible by Coordinator, after approval of the Department Head and City Attorney.
- C. In questions arising regarding retention, destruction, or any other areas of the RECORD PROGRAM, a Committee composed of City Attorney, City Clerk, and Records Consultant will

make a recommendation to the City Council or Department
Head for action.

II

FORMS

Original to File
Copy to City Clerk

DESTRUCTION LIST FOR DUPLICATES
AND OTHER DOCUMENTS NOT REQUIRING
CITY COUNCIL RESOLUTION OR APPROVAL

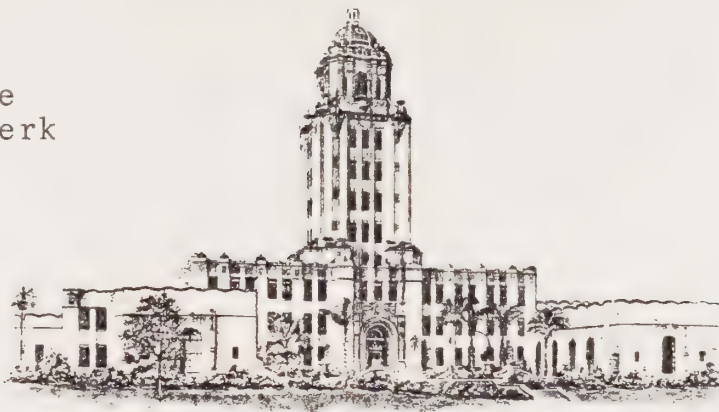
Type of Item or Name of File or File Series	Inclusive Dates or Date of Last Item

APPROVED: _____
Department Head
Date

City Attorney
Date

RECORDS PROGRAM

Original to File
Copy to City Clerk



CITY OF BEVERLY HILLS
CALIFORNIA, 90210

STATEMENT OF DESTRUCTION

I hereby certify that the items listed below (or on the attached list) have been destroyed as approved by the:

- ☐ City Council per Resolution No. _____; or
- ☐ City Attorney and Department Head on attached Destruction List for Duplicates etc.

Records Coordinator or Department Head

Department

Date

1. Item # on Retention Schedule	2. NAME OR TYPE OF FILE OR ITEM	3. Approximate Quantity	4. Size of Items	Disposition 5.	
				Return	Destruction

-10-

Record Coordinator_____
Date_____
Department Head

CITY CLERK'S OFFICE

Received: _____

Filming Completed: _____

Roll Numbers: _____

INSTRUCTIONS FOR SUBMITTING MATERIALS TO CITY CLERK'S OFFICE
FOR PREPARATION AND MICROFILMING AND FOR COMPLETION OF
"REQUEST FOR MICROFILMING".

1. All materials must be listed on a "Request for Microfilming" form available in the City Clerk's Office. Form to be typed in duplicate.
2. All materials must be submitted in a transfer case, clearly marked with Retention Schedule Item #, type of material and inclusive dates of material. (Items #1 and #2 on "Request for Microfilming" form.)
3. Submit the material in an orderly fashion - alphabetical, numerical, neat and clean. The City Clerk's Office will prepare the documents for microfilming. Preparation by this office includes removing staples, paper clips, etc; and repairing tears, making identifying cards, etc.
4. Approximately 2,500 to 3,000 documents will fit into one transfer case and onto one roll of microfilm. (This amount depends on the nature and size of documents.) Please do not overload the cases.
5. Submit only one type of material in each transfer case. Number the cases in this manner - 1 of 1 or 1 of 3, 2 of 3, and 3 of 3.
6. It will be necessary to submit the quantity and varying sizes of materials in each transfer case. Note this when placing the documents in the cases. (Items #3 and #4 on "Request for Microfilming" form.)
7. Submit all documents of one nature at the same time, operating on either a fiscal year or a calendar year. (Example: Demands from the City Controller's Office - Demands are filed alphabetically and on a fiscal year, therefore submit Demands A to Z, year 1976-77 at one time.)
8. Some documents will be microfilmed by the fiscal year (payroll registers, demands, checks, etc.) and some will be filmed by the calendar year (resolutions, ordinances, minutes, etc.). Each department coordinator will make the determination as to the manner in which it should be done by submitting the material in that manner.
9. Since each roll of film will contain only one type of document, we prefer not to microfilm a small amount of material unless we are requested to do so. In this case the materials can be held up for an additional year so filming will be worthwhile.

Form E

10. The City Clerk's Office will retain the diazo (duplicate) copy of the microfilm. The original will be filed with the County of Los Angeles Microfilm Center in accordance with the contract on file in this office. The duplicate copy in the City Clerk's Office is available for reference and hard copies may be made if required.
11. After the documents have been microfilmed, the film received and checked, the documents will be destroyed. If the material is a permanent record or you wish to retain it, please state so and it will be returned. This request should also include file folders, hard back coverings, or any reusable items. (Item #5 on "Request for Microfilming" form.)
12. After destruction, the empty transfer cases will be returned to the concerned department.

III

AUTHORITIES

GOVERNMENT CODE
OF THE
STATE OF CALIFORNIA

CHANGES MADE IN THE GOVERNMENT CODE THROUGH
THE END OF THE 1975 REGULAR AND THE FIRST,
SECOND, THIRD EXTRAORDINARY SESSIONS OF THE
1975-76 LEGISLATURE

**§ 34004. Authority to impose duty of municipal officer on other officer:
Method: Filing ordinance**

Non-transferability of fire inspection duties: H & S C § 13146.5.

**§ 34080. Proceedings for which affidavit required: Certificate of Secretary
of State**

Review of Selected 1973 Code Legislation. 5 Pacific LJ 488.

**§ 34090. Authority of head of city department to destroy city records:
Exceptions: Authority provided in § 34090.5 not limited or qualified**

Unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the city attorney the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.

This section does not authorize the destruction of:

- (a) Records affecting the title to real property or liens thereon.
- (b) Court records.
- (c) Records required to be kept by statute.
- (d) Records less than two years old.
- (e) The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

This section shall not be construed as limiting or qualifying in any manner the authority provided in Section 34090.5 for the destruction of records, documents, instruments, books and papers in accordance with the procedure therein prescribed.

Amended Stats 1975 ch 356 § 1.

Amendments:

1975 Amendment: Substituted "two years" for "five years" in subd (d) of the second paragraph.

57 Ops Atty Gen 307 (authority of city department head to destroy any city record, document, etc., not covered by this section's exceptions, provided that the department head obtains approval of legislative body by resolution and written consent of city attorney; legislative intent that two microfilm, or other authorized type copies, be made and retained indefinitely, with respect to destruction of city record covered by this section's exceptions.

§ 34090.5. Authority of city officer having custody of public records to destroy them: Conditions

Notwithstanding the provisions of Section 34090, the city officer having custody of public records, documents, instruments, books, and papers, may, without the approval of the legislative body or the written consent of the city attorney, cause to be destroyed any or all of such records, documents, instruments, books, and papers, if all of the following conditions are complied with:

- (a) The record, paper, or document is photographed, micro-photographed, or reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.
- (b) The device used to reproduce such record, paper, or document on film is one which accurately and legibly reproduces the original thereof in all details.
- (c) The photographs, microphotographs, or other reproductions on film are made as accessible for public reference as the book records were.
- (d) A true copy of archival quality of such film reproductions shall be kept in a safe and separate place for security purposes.

Provided, however, that no page of any record, paper, or document shall be destroyed if any such page cannot be reproduced on film with full legibility. Every such unreproducible page shall be permanently preserved in a manner that will afford easy reference.

Added Stats 1955 ch 1198 § 1; Amended Stats 1970 ch 55 § 1; Stats 1971 ch 56 § 1.

Amendments:

As added this section read: "The city officer having custody of public records, documents, instruments, books, and papers, may cause to be destroyed any or all of such records, documents, instruments, books, and papers, if all of the following conditions exist:

- "(a) Seven years have elapsed since the last day of the fiscal or calendar year in which such record, document, instrument, book, or paper was prepared.
- "(b) Such record, document, instrument, book, or paper is not, in the opinion of the officer having custody of it, of sufficient historical, administrative, legal, fiscal, research, or other value, to justify its retention in its original form.
- "(c) The officer having custody of such record, document, instrument, book or paper, maintains for the use of the public a microphotographic film print, or copy, of each such record, document, instrument, book, or paper destroyed, prepared pursuant to the procedure specified in Sections 1920b and 1923 of the Code of Civil Procedure.
- "(d) The officer having custody promptly seals and stores at least one original negative of each such microphotographic film in a manner and place reasonably calculated to assure its preservation indefinitely against loss, theft, defacement, or destruction."

1970 Amendment: (1) Added "Notwithstanding the provisions of Section 34090," before "the city" in the first sentence; (2) added ", without the approval of the legislative body or the written consent of the city attorney," after "papers, may" in the first paragraph; and (3) substituted "Five" for "Seven" before "years have" in subd (a).

1971 Amendment: Amended the section to read as at present.

57 Ops Atty Gen 307 (absence of requirement as to how long original city documents be kept before they are microphotographed and destroyed, provided that copies are made and preserved as prescribed by statute; requirement that mechanical reader be available to public for microfilm and microfiche items; furnishing requested copies of records and documents; propriety of making additional microphotograph or microfilm copy from the original document or from microphotograph thereof).

§ 34090.6. [Added by Stats 1957 ch 745 § 1 and repealed by Stats 1963 ch 848 § 1.]

§ 34090.7. Destruction of duplicate city records less than five years old

Notwithstanding the provisions of Section 34090, the legislative body of a city may prescribe a procedure under which duplicates of city records less than five years old may be destroyed if they are no longer required.

Added Stats 1963 ch 249 § 1.

Collateral References:

Cal Jur 2d Records and Recording Laws § 9.

McKinney's Cal Dig Records § 45.

66 Am Jur 2d Records and Recording Laws § 10.

57 Ops Atty Gen 307 (absence of requirement as to how long original city documents be kept before they are microphotographed and destroyed, provided that copies are made and preserved as prescribed by statute; requirement that mechanical reader be available to public for microfilm and microfiche items; furnishing requested copies of records and documents; propriety of making additional microphotograph or microfilm copy from the original document or from microphotograph thereof).

§ 6254. Records exempt from disclosure requirements

Except as provided in Section 6254.7, nothing in this chapter shall be construed to require disclosure of records that are:

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda which are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public public interest in disclosure;
- (b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy;

* * * * *

- (e) Geological and geophysical data, plant production data and similar information relating to utility systems development, or market or crop reports, which are obtained in confidence from any person;
- (f) Records of complaints to or investigations conducted by, or records of intelligence information or security procedures of, the office of the Attorney General and the Department of Justice, and any state or local police agency, or any such investigatory or security files compiled by any other state or local agency for correctional, law enforcement or licensing purposes;
- (g) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination;
- (h) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the state or local agency relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;
- (i) Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying such information;
- (j) Library and museum materials made or acquired and presented solely for reference or exhibition purposes; and
- (k) Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- (l) In the custody of or maintained by the Governor or employees of the Governor's office employed directly in his office, provided that public records shall not be transferred to the custody of the Governor's office to evade the disclosure provisions of this chapter.
- (m) In the custody of or maintained by the Legislative Counsel.
- (n) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his personal qualification for the license, certificate, or permit applied for.

Nothing in this section is to be construed as preventing any agency from opening its records concerning the administration of the agency to public inspection, unless disclosure is otherwise prohibited by law.

IV

RECORDS TRANSFER

and

RETENTION SCHEDULES

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
CITY COUNCIL										
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS		
				OFFICE AREA		Inactive				MICROFILM AFTER
I. Correspondence				0	C	0	C	0	C	
A. Associations										
1. National										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
2. State										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
3. County										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
4. Local										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
B. Committees										
1. Advisory										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
2. Regulatory										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
C. Commissions										
1. City Liaison										
a. Historical				P	2			---	2	
b. General				2	1			2	1	
D. Chronological Files				---	2			---	2	

RETENTION CODE

A - ADJUT

AR - ANNUAL REVIEW

C - CLOSED COMPLETED CANCELLED

"0" ORIGINAL "C" COPY

CY - CALENDAR YEAR Current

E - EXPIRED

FY - FISCAL YEAR Current

P - PERMANENT

S - SUPERSEDED

T - TERMINATED

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
CITY COUNCIL												
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
				0	C	0	C	0	C	0	C	
E. City Departments												
1. Projects												
a. Historical				P	2					---	2	
b. Annual				2	1					2	1	
2. Policy												
a. Historical				P	2					---	2	
b. Annual				2	1					2	1	
3. Activities; Events												
a. Historical				P	2					---	2	
b. Annual				2	1					2	1	
4. Services												
a. Historical				P	2					---	2	
b. General				2	1					2	1	
F. Community Services												
1. Historical Landmarks				P	2					---	2	
2. City Programs; Projects												
a. Historical				P	2					---	2	
b. Annual				2	1					2	1	
3. Organizations; Bureaus				P	2					---	2	
4. Activities; Events												
a. Historical				P	2					---	2	
b. General				2	1					2	1	
5. Community Centers;Facilities				P	2					---	2	

RETENTION CODE

A AUDIT

AR ANNUAL REVIEW

C CLOSED/COMPLETED/CANCELLED

"O" ORIGINAL "C" COPY

CY CALENDAR YEAR Current

E EXPIRED

FY FISCAL YEAR Current

P PERMANENT

S SUPERSEDED

T TERMINATED

CC

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
CITY COUNCIL										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		0	C	0	C	0	C	0	C	
G. General Correspondence										
1. City of Los Angeles		2	1					2	1	
2. County of Los Angeles		2	1					2	1	
3. State		2	1					2	1	
4. Federal		2	1					2	1	
5. Foreign		2	1					2	1	
H. Public Relations										
1. Meetings; Conferences; Appearances		2	1					2	1	
2. Press Releases		2	1					2	1	
3. Proclamations		---	2					---	2	
II. Statistics										
A. Reports										
1. Historical		P	2					---	2	
2. Annual		2	1					2	1	
B. Budget										
1. Historical		P	2					---	2	
2. Annual		2	1					2	1	
C. Travel Expenses										
1. Annual		2	1					2	1	
D. Reference Material										
1. Historical		2	1					2	1	

RETENTION CODE

A AUDIT

AR ANNUAL REVIEW

C CLOSED COMPLETED CANCELLED

"O" ORIGINAL "C" COPY

CY CALENDAR YEAR Current

E EXPIRED

FY FISCAL YEAR Current

P PERMANENT

S SUPERSEDED

T TERMINATED

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
CITY COUNCIL												
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
				0	C	0	C	0	C	0	C	
III. Projects												
A. Departmental												
1. Historical				P	2					---	2	
2. Annual				2	1					2	1	
B. Community Improvement												
1. Historical				P	2					---	2	
2. Annual				2	1					2	1	
C. State												
1. Historical				P	2					---	2	
2. Annual				2	1					2	1	
D. County												
1. Historical				P	2					---	2	
2. Annual				2	1					2	1	
E. Local												
1. Historical				P	2					---	2	
2. Annual				2	1					2	1	

RETENTION CODE

A - AUDIT

AR - ANNUAL REVIEW

C - CLOSED COMPLETED CANCELLED

"0" ORIGINAL "C" COPY

CR - CALENDAR YEAR - Current

E - EXPIRED

FY - FISCAL YEAR - Current

P - PERMANENT

S - SUPERSEDED

T - TERMINATED

CC

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
CITY MANAGER'S OFFICE										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
I. Correspondence		0	C	0	C	0	C	0	C	
A. Associations										
1. National										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
2. State										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
3. County										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
4. Local										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
B. Committees										
1. Advisory										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
2. Regulatory										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
C. Commissions										
1. City Liaison										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
D. Chronological Files		---	2					---	2	

RETENTION CODE

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
CITY MANAGER'S OFFICE										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		O	C	O	C	O	C	O	C	
E. City Departments										
1. Projects										
a. Historical		P	2					---	2	
b. Annual		2	1					2	1	
2. Policy										
a. Historical		P	2					---	2	
b. Annual		2	1					2	1	
3. Activities; Events										
a. Historical		P	2					---	2	
b. Annual		2	1					2	1	
4. Services										
a. Historical		P	2					---	2	
b. General		2	1					2	1	
F. Community Services										
1. Historical Landmarks		P	2					---	2	
2. City Programs; Projects										
a. Historical		P	2					---	2	
b. Annual		2	1					2	1	
3. Organizations; Bureaus		P	2					---	2	
4. Activities; Events										
a. Historical		P	2					---	2	
b. Annual		2	1					2	1	
5. Community Centers;Facilities		P	2					---	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS MANAGEMENT				DIVISION				EFFECTIVE DATE							
DEPARTMENT															
CITY MANAGER'S OFFICE															
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
				O	C	O	C	O	C	O	C				
G. Personnel															
1. Employee Relations				P	2					---	2				
2. Recruitment				P	2					---	2				
3. Employee Associations				P	2					---	2				
4. Policy; Procedures															
a. Historical				P	2					---	2				
b. Annual				2	1					2	1				
H. Public Relations															
1. Meetings; Conferences				P	2					---	2				
2. Press Releases				P	2					---	2				
3. News Clippings				P	2					---	2				
II. Statistical Information															
A. Reports															
1. Historical				P	2					---	2				
2. Annual				2	1					2	1				
B. Audits															
1. Historical				P	2					---	2				
2. Annual				2	1					2	1				
C. Travel Expenses															
1. Annual				2	1					2	1				
D. Reference Material															
1. Historical				2	1					2	1				
E. Budget															
1. Historical				P	2					---	2				
2. Annual				2	1					2	1				

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
CITY MANAGER'S OFFICE									
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER	
				0	C	0	C	0	C
F. Contracts				P	2			---	2
G. Economic Forecasting				2	1			2	1
III. Projects									
A. Departmental									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
B. City-School									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
C. Community Improvement; Development									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
D. Capital Improvements									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
E. State Projects									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
F. County Projects									
1. Historical				P	2			---	2
2. Annual				2	1			2	1
G. Local Projects									
1. Historical				P	2			---	2
2. Annual				2	1			2	1

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION				EFFECTIVE DATE	
CITY MANAGER'S OFFICE			COMMUNITY SERVICES					
RECORD SERIES TITLE			RETENTION PERIOD				REMARKS	
			OFFICE AREA		Inactive		MICROFILM AFTER	
I. Correspondence			O	C	O	C	O	C
A. Committees								
1. Advisory								
a. Historical			P	2			---	2
b. General			2	1			2	1
2. Regulatory								
a. Historical			P	2			---	2
b. General			2	1			2	1
B. Chronological Files			---	2			---	2
C. City Departments								
1. Projects								
a. Historical			P	2			---	2
b. Annual			2	1			2	1
2. Activities; Events								
a. Historical			P	2			---	2
b. Annual			2	1			2	1
3. Services								
a. Historical			P	2			---	2
b. General			2	1			2	1
D. Community Services								
1. Historical Landmarks			P	2			---	2
2. City Programs; Projects								
a. Historical			P	2			---	2
b. Annual			2	1			2	1
3. Organizations; Bureaus			P	2			---	2

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE							
CITY MANAGER'S OFFICE				COMMUNITY SERVICES											
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
				0	C	0	C	0	C	0	C				
D. Community Services (Continued)															
4. Activities; Events															
a. Historical				P	2					---	2				
b. Annual				2	1					2	1				
5. Community Centers;Facilities															
E. Public Relations															
1. Press Releases				2	1					2	1				
2. News Clippings				P	2					---	2				
II. Statistics															
A. Reports															
1. Historical				P	2					---	2				
2. Annual				2	1					2	1				
B. Budget															
1. Historical				P	2					---	2				
2. Annual				2	1					2	1	Maintain P.O.'s and Warrants at least one year past end of Fiscal Year			
C. Purchase Orders				---	2					---	2				
D. Warrants				---	2					---	2				
E. Payroll Reports; Transmittals				---	2					---	2				
F. Reference Material															
1. Historical				2	1					2	1				
III. Projects															
A. Departmental															
1. Historical				---	2					---	2				
2. Annual				2	1					2	1				
B. City-School															
1. Historical				---	2					---	2				
2. Annual				2	1					2	1				

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
BUILDING & SAFETY												
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
				O	C	O	C	O	C	O	C	
1. Reference Manuals (Maps, Ordinances & Resolutions, ICBO Reports, etc.)				*P	*P					*P	*P	See Note below.*
2. Engineering Calculations & Corrections				2						2		
3. Building Plans:												
(a) Major Projects				2				2		2		
(b) Minor Projects				2						2		
4. Other Plans (Electrical, Mechanical, Grading, etc.):												
(a) Major Projects				2				2		2		
(b) Minor Projects				2						2		
5. Building Permit Forms				P	5			Annually			5	
6. Other Permit Forms (Except for Signs)				2	5					2	5	
7. Sign Permit Forms				*P	2					*P	2	
8. Soil Reports & Deed Restrictions				P								
9. Photograph File				*P								
10. Inspection & Test Reports				5						5		
11. Address Files				**P					**P		See Note below.**	
12. Street Address					**P					**P		
13. Certificates of Tenancy				*P	2				*P	2		
14. Certificates of Occupancy				**P					**P			
15. Complaint Log				2						2		
16. Various Budget Statistics (such as month end report, etc.)				5	5					5		5
17. Microfilm (Slides & Other information)				P								
18. Departmental Historical Statistics (such as summary of building records, permit record journal, Swimming Pool, Tennis Court, etc.)				P								
* Replaced as Updated												
** For Life of Building												

* Replaced as Updated

** For Life of Building

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D. DATED - YEAR - MONTH - DAY

E. EXPIRE

F. FISCAL YEAR - CURRENT

P. PERMIT - YEAR

S. SUPERSEDED

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
BUILDING & SAFETY												
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
Page 2.				O	C	O	C	O	C	O	C	
19. Meter books (Gas & Electric)				5						5		
20. Various Budget files (Requisitions, refunds, etc.)					5						5	
21. Department Bonds Files				10	10					10	10	
22. Additional Permit Fees				2	2					2	2	
23. Various Personnel & Data Processing Reports					P							Transferred to Personnel Department 2 years after employee's departure.
24. Time Sheets & Miscellaneous Personnel Statistics & Information				2	1					2	1	
25. Annual & Quarterly Reports					5						5	
26. Special Studies & Reports				P	5						5	Individual approval for destruction will be obtained, if required.
27. Associations				5	5					5	5	
28. Day Files (Chronological)					5						5	
29. Inter-Departmental & Intra-Office Communications				2	2					2	2	
30. E.I.R. Files					2						2	
31. Planning Commission files					2						2	
32. Telephone Messages					6 Mo.						6 MO.	
33. Shorthand Books				6 Mo.						6 MO.		
34. Dead Project File				1	1					1	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE											
DEPARTMENT				DIVISION				EFFECTIVE DATE			
CITY ATTORNEY											
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
**(SEE REMARKS)		0	C	0	C	0	C	0	C	**All research, legal opinions & copies of Council ordinances, resolutions & motions contained in any of the files noted herein shall be transferred to permanent files (if not duplicates) <u>before</u> destruction of balance of file's contents per retention schedule. Microfilming or transfer to City Clerk for disposition is authorized in lieu of permanent retention on approval of City Attorney.	
Administration		2	1					2	1		
Advertising		2	1					2	1		
Air Pollution		2	1					2	1		
Alleys		2	1					2	1		
Animals		2	1					2	1		
Annexations		5	1			5	1		1		
Architectural Commission		5	1					5	1		
Assessments		5	1					5	1		
Astrology - Fortune Telling		2	1					2	1		
Beverly Hills City Employees Assn.		5	1					5	1		
Beverly Hills School District		5	1					5	1		
Bonds		C+5	1			?		C+5	1		
Budget		C+2	1					C+2	1		
Building Department		2	1					2	1		
Building Department: Building Regulations		2	1					2	1		

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE													
DEPARTMENT CITY ATTORNEY					DIVISION					EFFECTIVE DATE			
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS			
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
** (See Remarks - Pg. 1)		0	C	0	C	0	C	0	C				
Business Licenses		2	1					2	1				
Buses		2	1					2	1				
California Code Service		2	1					2	1				
Central Services & Purchasing		5	1			5	1	5	1				
Chamber of Commerce		2	1					2	1				
Charters		10	2			10	1	m/f	2				
City Attorney		2	1	5	1	7	1	m/f	1				
City Clerk		2	1			*		*	1				
City Controller		2	1			*		*	1				
City Treasurer		2	1			*		*	1				
Civil Service Commission		2	1			*		*	1				
Civil Service Commission: Appeals		C+5	1					C+5	1				
Claims: General Information		C+4	1					C+4	1				
Code Enforcement: General		2	1					2	1				
Commissions		2	1			*		*	1				

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE			
CITY ATTORNEY											
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS		
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER				
** (See Remarks - Pg. 1)	0	C	0	C	0	C	0	C	Selective microfilming 2 yrs. after closing file		
Committees	2	1			*		*	1			
Community Antenna TV Systems	2	1					2	1			
Computers	2	1					2	1			
Conflict of Interest Codes	5	1			5	1	m/f	1			
Containers	2	1					2	1			
Continuing Education of the Bar	3	1					3	1			
Contracts		C+2			?			C+2			
Council	5	1			5	1	m/f	1			
Courts	2	1					2	1			
Cultural Facilities	2	1					2	1			
Deeds and Easements	2	1			2	1	m/f	1			
Disaster and Civil Defense	2	1					2	1			
Driveways	2	1					2	1			
Drugs	2	1					2	1			
Elections	2	1			*		*	1			

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT

CITY ATTORNEY

DIVISION

EFFECTIVE DATE

RECORD SERIES TITLE

RETENTION PERIOD

OFFICE
AREA

Inactive

MICROFILM
AFTER

DESTROY
AFTER

REMARKS

** (See Remarks - pg. 1)

Energy Crisis

Equipment Inventory

Fair Political Practices Committee

Finance

Firearms Registration

Fire Department

First Aid Services

Franchises

Freeways

Funds

Gambling

Gasoline Storage Tanks

General Plan

Health

Helicopters and Heliports

0

C

0

C

0

C

0

C

2

1

5

1

5

1

m/f

1

5

1

5

1

m/f

1

2

1

*

*

1

2

1

2

1

2

1

2

1

2

1

2

1

C+3

1

2

1

?

C+5

1

Selective microfilming 5
yrs. after closing file.

2

1

2

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PAGE NO 4

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT CITY ATTORNEY'S				DIVISION				EFFECTIVE DATE			
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS			
				OFFICE AREA	Inactive	MICROFILM AFTER		DESTROY AFTER			
** (See Remarks - Pg. 1)				0	C	0	C	0	C		
Insurance				2	1			2	1		
Inter-Governmental Activity				2	1			2	1		
League of California Cities				5	1			5	1		
Legislation				P	1			P	1		
Library Department				2	1			2	1		
Liquor Licenses				2	1			2	1		
Litigation - Anti-Trust				C+1	1	2		C+3	1		
Litigation - Civil - Non Tort				C	1	1	C+1	m/f	1		
Litigation - Criminal				C+1	1	2		C+3	1		
Litigation - Civil - Tort				C	1	1	C+1	m/f	1		
Massage Parlors				2	1			2	1		
Metropolitan Water District				2	1			2	1		
Mosquito Abatement				2	1			2	1		
Mutual Aid				2	1			2	1		
Newspapers				2	1			2	1		
NIMLO				5	1			5	1		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE			
City Attorneys											
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
** (See Remarks - Pg. 1)		0	C	0	C	0	C	0	C	Selective microfilming 5 yrs. after closing file.	
Noise		2	1					2	1		
Oil Extraction and Production		2	1					2	1		
Opinions		P	1					P	1		
Opinion Exchange Program		P	1					P	1		
Ordinances		5	1					*	1		
Pacific Electric Railroad		2	1					2	1		
Parades		2	1					2	1		
Parking		2	1					2	1		
Parking Authority		2	1					2	1		
Parks		2	1					2	1		
Payroll		2	1					2	1		
Permits		C+3	1	2	1	?		C+5	1		
Personnel		C+2	1						1		
Personnel: Workers' Compensation		2	1					2	1		
Planning Commission		2	1			*		*	1		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT					DIVISION					EFFECTIVE DATE	
City Attorney's											
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS		
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER				
** (See Remarks - Pg. 1)	0	C	0	C	0	C	0	C			
Planning Commission: Conditional Use Permit	2	1			2	1	m/f	1			
Planning Commission: Variances	2	1			2	1	m/f	1			
Planning Commission: Zoning	2	1			2	1	m/f	1			
Planning Department	2	1					2	1			
Police Department	2	1					2	1			
Police Power	2	1					2	1			
Property: City	2	1					2	1			
Property Damage	2	1					2	1			
Prosecutions (combine w/Lit.Criminal?)	C+1	1	2	1			C+3	1			
Publications	2	1					2	1			
Public Liability	2	1					2	1			
Public Records	2	1					2	1			
Public Utilities	2	1					2	1			
Public Welfare	2	1					2	1			
Public Works Department	2	1					2	1			
Railroads	2	1					2	1			

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
City Attorney's									
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
** (See Remarks - Pg. 1)	0	C	0	C	0	C	0	C	
Recreation Department	2	1					2	1	
Reservoirs	2	1					2	1	
Safety	2	1					2	1	
Short Wave Radio	2	1					2	1	
Solicitation: Charitable & Religious	2	1					2	1	
Solicitation: Peddlers & Canvassers	2	1					2	1	
So. Calif. Assn. of Governments	5	1					5	1	
So. Calif. Rapid Transit District	2	1					2	1	
Streets	2	1					2	1	
Subdivisions	5	1			5			1	
Taxes	2	1					2	1	
Taxicabs	C+3	1					C+3	1	
Theatres	2	1					2	1	
Tow Trucks	C+3	1					C+3	1	
Traffic Department	2	1					2	1	
Traffic Regulations	2	1					2	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT

City Attorney's

DIVISION

EFFECTIVE DATE

RECORD SERIES TITLE

RETENTION PERIOD

OFFICE
AREA

Inactive

MICROFILM
AFTER

DESTROY
AFTER

REMARKS

Trust Funds

Vehicles

Water Department

Youth Activities

Zoning

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION						EFFECTIVE DATE	
CITY CLERK'S OFFICE										
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS	
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
	0	C	0	C	0	C	0	C		
Administration Action (Ticklers) Request for new & completed ticklers	2	-	-	-	-	-	2	-		
Accident Prevention Service Reports	-	5	-	-	-	-	-	5		
Administrative Regulations - 0040 Ticklers and Correspondence/General	2	1	-	-	-	-	2	1		
Administrative Regulations - 0040 Control Folder	5	1	-	-	-	-	5	1		
Administrative Regulations - 0040 Transmittals	2	-	-	-	-	-	2	-		
Agenda Statements (and Staff Reports)	2	-	-	-	-	-	2	-		
Air - Aerials, Antennas, Smog, TV - 0060	2	2	-	-	-	-	2	2		
Air -	2	1	-	-	-	-	2	1		
Alarms - 0070	2	2	-	-	-	-	2	2		
Alleys - Closing, Vacation, Widening Setback - 0080	2	2	-	-	-	-	2	2		
Alley Assessment District - 0080	P	2	-	-	I	-	-	2		
Animals & Birds, Pests, Rodents - 0100	2	2	-	-	-	-	2	2		
Annexations & Detachments - 0120 General	5	2	-	-	-	-	5	2		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT CITY CLERK			DIVISION						EFFECTIVE DATE	
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS	
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
	O	C	O	C	O	C	O	C		
Annexations - 0120	P	2	-	-	I	-	-	2		
Annexations Abandoned - 0120	P	2	-	-	-	-	2	2		
Annexations Boundaries - 0120	P	2	-	-	I	-	-	2		
Assessment District - 0140	P	2	-	-	I	-	-	2		
Associations - 0160	3	2	-	-	-	-	3	2		
Auditors - 0180	2	2	-	-	2	-	2	2		
Beverly Hills City Seal - 0210	P	-	-	-	-	-	-	-	Filed in Vault in offset master box	
Beverly Hills, City of Articles of Incorporation	P	-	-	-	I	-	-	-	Filed in Vault	
Bill of Sale - 0240 (Water System Historical)	P	5	-	-	-	-	-	5		
Bonds - 0260 Miscellaneous, Calls & Issues, Sewers & Drains, Water Historical	P	5	-	-	-	-	-	5		
Correspondence	5	1,					5	1		

Filed in Vault in offset
master box

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RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE		
DEPARTMENT CITY CLERK										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		O	C	O	C	O	C	O	C	
Beverly Hills, City of - 0210 Historical - Miscellaneous		P	2	-	-	-	-	-	-	
Beverly Hills Community Service Newsletter				-	-	-	-			
Bibliography - 0215		2	-	-	-	-	-	2	-	
Bicentennial Celebration 1976		P	2	-	-	-	-	-	2	
Bids - 0220		2	6 mo	-	-	-	-	2	6 mo	
Bid Opening Check list		2	-	-	-	-	-	-	-	
Budget - 0300		P	2	-	-	2	-	-	2	
Building and Safety - 0320		2	1	-	-	-	-	2	1	
Burglar Alarm - 0330		2	2	-	-	-	-	2	2	
California State of, Motor Vehicle Department - 0360		2	2	-	-	-	-	2	2	
California Code Service - 0350 Transmittals		2	-	-	-	-	-	2	-	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT CITY CLERK			DIVISION				EFFECTIVE DATE	
RECORD SERIES TITLE			RETENTION PERIOD				REMARKS	
			OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
California State of General			0 2	C 2	0 -	C -	0 2	C 2
Cal/Osha Safety Standards and Requirements - 0365			5	2	-	-	2	2
Campaign Reports			P	P	-	-	-	-
Census - 0380			P	2	-	-	-	-
Central Services - 0390			2	2	-	-	2	2
Certificates/Certifications - 0400			2	2	-	-	2	2
Church - 0410			2	2	-	-	2	2
Conflict of Interest General			3	1	-	-	3	1
Code			P	1	-	-	-	1
Reports			P	P	*	-	m/f	m/f
Chronological -			-	1	-	-	-	1
City - Century City - 0420			5	2	-	-	5	2

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DEPARTMENT			DIVISION						EFFECTIVE DATE
CITY CLERK									
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
City - Other than Beverly Hills - 0420	0	C	0	C	0	C	0	C	* Until revised or rescinded
	2	2	-	-	-	-	2	2	
City Attorney's Opinions - 0460	* P	2	-	-	-	-	P	2	
City Clerk's Office - 0480	P	2	-	-	-	-	P	2	
City Controller - 0490	3	2	-	-	-	-	3	2	
City Council - 0500	5	2	-	-	-	-	5	2	
City Council - Appeals - 0500.1	3	2	-	-	-	-	3	2	
City Council - Exhibits, Petitions Filed at Meetings	2	2	-	-	2	-	2	2	
City Hall - 0520 Building Operations/General	2	2	-	-	-	-	2	2	
City Manager - 0525	5	2	-	-	-	-	5	2	
City Officials - 0530 Oaths of Office	P	2	-	-	-	-	P	-	
City Property, Real and Personal - 0540	P	2	-	-	I	-	-	2	
Civil Service - 0590	5	2	-	-	-	-	5	2	

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DEPARTMENT			DIVISION						EFFECTIVE DATE	
CITY CLERK										
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS	
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
	0	C	0	C	0	C	0	C		
Code Numbers - 0640 Accounting	2	2	-	-	-	-	2	2		
Coldwater Canyon	P	2	-	-	-	-	P	2		
Commendations, Condolences, Proclamations - 0680	5	2	-	-	-	-	5	2		
Communications; Complaints, Inquiries, Protests - 0720	2	-	-	-	-	-	2	-		
Commissions - 0700 General	2	2	-	-	-	-	2	2		
Historical	P	2	-	-	-	-	P	2		
Committees - 0700 General	2	2	-	-	-	-	2	2		
Historical	P	2	-	-	-	-	P	2		
Commissions and Committees - 0700 Inactive	P	2	-	-	-	-	P	2		
Communications 911 Emergency System	5	2	-	-	-	-	5	2		
Contracts - 0760 Active	C	C	-	-	T	-	m/f	-		
Contracts - Inactive - 0760	-	-	-	-	I	-	m/f	-		
Corporate Matters - 0780	5	2	-	-	-	-	5	2		
Court Matters - 0810	5	2	-	-	-	-	5	2		
Covenants - 0820	P	2	-	-	I	-	P	2		
Deeds and Easements - 0830	P	2	-	-	I	-	P	2		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT CITY CLERK				DIVISION				EFFECTIVE DATE	
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
Detachments				0 C P 2	0 C - -	0 C I -	0 C P 2		
Department Store Project 6/74 Nieman-Marcus, Bullock's Wilshire				T+5 2	- -	- -	T+5 2		
Department Store Project Public Hearing (C-R) Zone 1/6/76				5 2	- -	2 -	5 2		
Disaster Planning - 0850				5 2	- -	- -	5 2		
Driveways & Aprons - 0860				5 2	- -	- -	5 2		
Elections - 0900				6 2	- -	- -	6 2		
Employees - 0920				2 2	- -	- -	2 2		
Employees - 0920 Compensation Plan				P 2	- -	- -	P 2		
Employees - 0920 Public Employees' Retirement System				5 2	- -	- -	5 2		
Employees - 0925 Union				5 2	- -	- -	5 2		
Encroachments - 0940				P 2	- -	I -	P 2		
Energy Crisis - 0945				5 2	- -	- -	5 2		

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DEPARTMENT CITY CLERK			DIVISION						EFFECTIVE DATE	
RECORD SERIES TITLE			RETENTION PERIOD						REMARKS	
			OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
			0	C	0	C	0	C	0	C
Environmental Impact Reports - 0950			-	2	-	-	-	-	-	2
Environmental Review Board - 0950.1			-	2	-	-	-	-	-	2
Environment - 0950			2	2	-	-	-	-	2	2
Federal Aid - 0960			P	2	-	-	-	-	P	2
Federal Funds - 0960			P	2	-	-	-	-	P	2
Fees - 0965			3	2	-	-	-	-	3	2
Fences - 0970			5	2	-	-	-	-	5	2
Filing System -			P	2	-	-	-	-	P	2
Fire Department - 1020			2	2	-	-	-	-	2	2
Firearms - 1030			2	2	-	-	-	-	2	2

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RECORDS TRANSFER AND RETENTION SCHEDULE									
DEPARTMENT CITY CLERK				DIVISION				EFFECTIVE DATE	
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
	O	C	O	C	O	C	O	C	
Franchise - 1040	P	2	-	-	-	-	P	2	
Franklin Canyon - 1060	P	2	-	-	-	-	P	2	
Freeways	P	2	-	-	-	-	P	2	
Funds - 1100	P	2	-	-	-	-	P	2	
Garbage & Trash	2	2	-	-	-	-	2	2	
Garnishments - 1140	5	2	-	-	5	-	5	2	
General Plan (formerly Master Plan) - 1160	P	2	-	-	-	-	P	2	
Greystone - 1180									
Historical	P	2	-	-	-	-	P	2	
General	2	1	-	-	-	-	2	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE											
DEPARTMENT CITY CLERK				DIVISION				EFFECTIVE DATE			
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS		
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER				
	0	C	0	C	0	C	0	C			
Handicapped - 1190	5	2	-	-	-	-	5	2			
Health - 1200	5	2	-	-	-	-	5	2			
Highways & Freeways - 1210	P	2	-	-	-	-	P	2			
Hospital - 1220	2	2	-	-	-	-	2	2			
Insurance - 1240	5	2	-	-	-	-	5	2			
Insurance Certificates - 1240	T+5	2	-	-	-	-	T+5	2			
Insurance Policies - 1240 (Expired)	T+5	2	-	-	T	-	m/f	2			
Legal - 1260	5	2	-	-	-	-	5	2			

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RECORDS TRANSFER AND RETENTION SCHEDULE											
DEPARTMENT CITY CLERK				DIVISION				EFFECTIVE DATE			
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS		
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER				
	O	C	O	C	O	C	O	C			
Legal Opinions - 1260	P	2	-	-	-	-	P	2			
Legal Matters - 1260	P	2	-	-	-	-	p	2			
Legislation - 1280	2	2	-	-	-	-	2	2			
Library - 1300	5	2	-	-	-	-	5	2			
Licenses, Fees - 1320	5	2	-	-	-	-	5	2			
Lists - Labels - 1330	2	2	-	-	-	-	2	2			
Harold Lloyd Estate	P	2	-	-	-	-	P	2			
Los Angeles County - 1340											
General	5	2	-	-	-	-	5	2			
Sanitation District	5	2	-	-	-	-	5	2			
Lots - Split, Vacant - 1360	P	2	-	-	I	-	-	2			
Management - 1370	5	2	-	-	-	-	5	2			
Maps - 1380	P	2	-	-	-	-	-	2			

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RECORDS TRANSFER AND RETENTION SCHEDULE								EFFECTIVE DATE	
DEPARTMENT CITY CLERK				DIVISION					
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
	0	C	0	C	0	C	0	C	
Meetings - 1390	2	2	-	-	-	-	2	2	
Miscellaneous - 1400	5	2	-	-	-	-	5	2	
Municipal Code - 1420	2	2	-	-	-	-			
California Code Service - Reprints									
Newsletter - 1440	-	2	-	-	-	-	-	2	
Newspaper Clippings - 1440	5	2	-	-	-	-	5	2	
Noise Nuisances - 1480	2	2	-	-	-	-	2	2	
Notices to Public - 1490	5	2	-	-	5	-	5	2	
Oil - 1500 Historical & General	P	5	-	-	-	-	-	5	
Ordinances - 1520 General/Including to Publisher	5	2	-	-	-	-	5	2	
Organizational Chart	2	2	-	-	-	-	2	2	
Parkette Procedures	5	2	-	-	-	-	5	2	
Parking - 1540									
General	5	2	-	-	-	-	5	2	
Historical	P	2	-	-	-	-	-	2	
Parking In-Lieu	P	2	-	-	-	-	-	2	
Parking Authority - 1540 General & Contracts	P	5	-	-	-	-	-	5	
Parking Authority Bond Sale	P	5	-	-	-	-	-	5	
Parking Structures	P	5	-	-	-	-	-	5	

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DEPARTMENT CITY CLERK		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		0	C	0	C	0	C	0	C	
Parks - 1560		5	2	-	-	-	-	5	2	
Patents - 1570		P	-	-	-	I	-	-	-	
Permits - 1580		2	2	-	-	2	-	m/f	2	
Personnel Department - 1600		2	2	-	-	-	-	2	2	
Petitions - 1620		5	2	-	-	-	-	5	2	
Planning Department - 1630		2	2	-	-	-	-	2	2	
Police Department - 1640		2	2	-	-	-	-	2	2	
Police - 1640 Clinton Anderson Award		P	-	-	-	-	-	-	-	
Post Office - 1650		2	2	-	-	-	-	2	2	

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RECORD SERIES TITLE				RETENTION PERIOD				REMARKS				
				OFFICE AREA		Inactive				MICROFILM AFTER		DESTROY AFTER
				0	C	0	C	0	C	0	C	
Property, Private and Public - 1665				5	2	-	-	5	-	-	2	
Public Employees Retirement System - 1670				5	2	-	-	-	-	5	2	
Public Hearings - 1680				2	2	-	-	2	-	m/f	2	
Miscellaneous				2	2	-	-	2	-	m/f	2	
City Council				2	2	-	-	2	-	m/f	2	
ERB				2	2	-	-	2	-	m/f	2	
CSC				2	2	-	-	2	-	m/f	2	
Planning				2	2	-	-	2	-	m/f	2	
Public Works - 1700				2	2	-	-	-	-	2	2	
Publications - 1720				2	2	-	-	2	-	m/f	2	
Proof of Publication												
Publications				2	2	-	-	-	-	2	2	
Purchasing - 1740				2	2	-	-	-	-	2	2	
Reapportionment - Congressional District				5	2	-	-	-	-	5	2	
Records Program - 1750				P	2	-	-	-	-	P	2	
Recreation - 1760				2	2	-	-	-	-	2	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION						EFFECTIVE DATE	
CITY CLERK										
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS	
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
	O	C	O	C	O	C	O	C		
Refuse - 1765	2	2	-	-	-	-	2	2		
Registrar-Recorder - 1768	2	2	-	-	-	-	2	2		
Reports - 1770										
Miscellaneous	2	2	-	-	-	-	2	2		
Quarterly	3	2	-	-	-	-	3	2		
City Council	3	2	-	-	-	-	3	2		
Payroll	2	1	-	-	-	-	2	1		
Environmental Impact	-	2	-	-	-	-	-	2		
County Flood Control	P	2	-	-	-	-	-	2		
Streets, Parking Zoning	P	2	-	-	-	-	-	2		
Water System	P	-	-	-	-	-	-	-		
Requests - 1780	2	2	-	-	-	-	2	2		
Requisitions (Supplies & Printing) 1790	2	1	-	-	-	-	2	1		
Resolutions (Mailing & Publications) 1800	2	1	-	-	-	-	2	1		
Revenue - 1805	2	1	-	-	-	-	2	1		
Safety Program - 1820	5	1	-	-	-	-	5	1		
Schools - 1840										
Historical	P	1	-	-	-	-	P	-		
General	2	1	-	-	-	-	2	1		
Senior Citizen - 1850	2	1	-	-	-	-	2	1		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT CITY CLERK				DIVISION				EFFECTIVE DATE	
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
Services Equipment etc. - 1860				0 C	0 C	0 C	0 C	Save Report "Wastewater Flow Forecast to the Year 2000"	
Sewers & Storm Drain - 1880				2 2	- -	- -	2 2		
Sidewalks Curbs Gutters - 1900				5 2	- -	- -	5 2		
Signatures Facsimile - 1920				2 2	- -	- -	2 2		
Signs - 1940				5 2	- -	- -	5 2	Update and for distribution purposes	
Sister City Program				10 2	- -	- -	10 2		
Staff Meetings				2 1	- -	- -	2 1		
Streets Street & Address Directory - 1980 City of Beverly Hills				P P	- -	- -	- -		
Streets Beverly Drive Extension - 1980				P 2	- -	- -	P 2		
Streets Improvements Lighting - 1980				5 2	- -	- -	5 2		
Streets General - 1980				2 2	- -	- -	2 2		
Historical				P 2	- -	- -	2 2		
Street Vacation				P 2	- -	- -	- 2		
Surveys				5 2	- -	- -	5 2		
Switchboard				2 2	- -	- -	2 2		
Taxes General - 2020				10 2	- -	- -	10 2		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
CITY CLERK												
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER			DESTROY AFTER	
				O P	C I	O _	C _	O _	C _	O _	C I	
Tracts subdivisions - 2040												
Traffic General - 2060												
Crosswalks/Lighting/Loading/Safety/Signs/Stops				2	2	-	-	-	-	2	2	
Traffic Signals				2	2	-	-	-	-	2	2	
Traffic & Parking Department - 2070				5	2	-	-	-	-	5	2	
Transportation - 2080				5	2	-	-	-	-	5	2	
Transportation SCRTD - 2080 Historical				P	2	-	-	-	-	P	2	
General				2	2	-	-	-	-	2	2	
Transportation Railroad/Southern Pacific - 2080 Gen				2	2	-	-	-	-	2	2	
Historical				P	2	-	-	-	-	P	2	
Trees - 2100				5	2	-	-	-	-	5	2	
United Crusade Annual				2	2	-	-	-	-	2	2	
Utilities - 2120 General				2	2	-	-	-	-	2	2	
Utilities - 2120												
Pacific Telephone & Telegraph				5	2		-		-	5	2	
Taxi Cabs				5	2		-		-	5	2	
Southern California Gas Company				5	2		-		-	5	2	
Pacific Electric				5	2		-		-		2	
Utility District No. 2				P	2	-	-	-	-	P	2	
Utility District No. 4				P	2	-	-	-	-	P	2	
Utility District No. 5				P	2	-	-	-	-	P	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION				DIVISION				EFFECTIVE DATE				
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER			DESTROY AFTER	
				O	C	O	C	O	C	O	C	*After sale
Vacations, Alleys & Street Closings - 2140				P	2	-	-	-	-	-	2	
Variances - 2160				P	2	-	-	-	-	-	2	
Viewpoint 1973-74				P	-	-	-	-	-	-	-	
Water - 2200				5	2	-	-	-	-	5	2	
Water - 2200												
Metropolitan Water District Boundaries				P	2	-	-	-	-	P	2	
New Franklin Canyon Reservoir & Dam				P	2	-	-	-	-	P	2	
Water Miscellaneous Property Files				5*	2	-	-	-	-	5*	2	
Report				5	2	-	-	-	-	5	2	
Summary of Fire Rating/Classifications & Report				P	2	-	-	-	-	P	2	
Weeds				2	2	-	-	-	-	2	2	
Youth Intern Program - 2230				5	2	-	-	-	2	5	2	
Zoning - 2240												
Historical				P	1	-	-	-	-	-	1	
General				5	1	-	-	-	-	5	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE	
DEPARTMENT CITY CLERK				Vital Records					
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
Resolutions	O	C	O	C	O	C	O	C	* Annually or as required
	P				*				
Ordinances	P				*				
Budget Documents	P				*				
Financial Statements	P				*				
Minutes	P				*				
Articles of Incorporation	P								
Commission Books - Minutes and Resolutions					*				
Architectural Commission	P				*				
Civil Service Commission	P				*				
Environmental Review Board	P				*				
Parking Authority	P				*				
Planning Commission	P				*				
Solicitations Advisory Commission	P				*				
Traffic and Parking Commission	P				*				
Public Hearing Tapes	2	-	-	-	-	-	2	-	
(except tapes on Zoning Matters or under Litigation)	10	-	-	-	-	-	10	-	
Microfilm (Original and copy -- evaluate and request Council approval to destroy those used to eliminate bulk for certain records required to be kept for specified time periods, such as Controller's records, etc.)	P								

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DEPARTMENT				DIVISION				EFFECTIVE DATE	
City Controller				Administration									
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER	
				0	C	0	C	0	C	0	C	Original should be in City Clerk's Office " "	
Alpha file - Miscellaneous				2		3				5			
Subject file:													
a. Budget Estimates				2		1							
b.*Memoranda				2						2			
c. Contracts and Agreements					P						C		
d. Resolutions and Ordinances					P						S		
e. Taxes				2						2			
f. Insurance				2						2			

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City Clerk's Office

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE			
City Controller				Administration							
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
				0	C	0	C	0	C	0	C
3. Reports:											
a. Controller's Reports					P						
b. Other Departments'				2						2	
c. City Manager's					5						5
d. Internal Reports				2						2	
e. City Auditors					5						5
f. Annual Financial Reports				P							
g. Quarterly Financial Reports				P							
h. Worker's Compensation					2						2
4. Personnel					p*						
5. Forms				P							

*After termination, all personnel files are forwarded to Personnel Dept for combining and micro-filming.

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE			
City Controller				General Accounting							
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS			
				OFFICE AREA	Inactive	MICROFILM AFTER		DESTROY AFTER			
				0	C	0	C	0	C		
Accounts Payable:											
1. Purchase Requisition				C					C		
2. Purchase Orders				2	3				5		
3. Warrants (Demands)				2			2		2		
4. Petty Cash Vouchers				2	3				5		
5. Warrants (Yellow copies)				1	2				3		
Accounts Receivable:											
4. Request for Remuneration				C						Becomes part of invoice	
5. Paid Invoices				2			2		2		
6. Unpaid Invoices				C						Becomes part of paid invoice file	
7. Traffic Collision Reports				C						Becomes part of invoice	
8. CPD Costs Sheets				C						Becomes part of invoice	
9. POST Claims Summary				C	3				3		
Revenue:											
10. Deposit transmittals				2		2		2			
11. Cash Receipts back up slips				2	3			5			
12. Deposit Slips				2	3			5			
13. Debit & Credit Memos				2	3			5			

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
City Controller				General Accounting					
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER	
				O	C	O	C	O	C
Investments:									
14. Safekeeping Receipts				3		2		5	
15. Investment Record Sheet				3		2		5	
16. Debit and Credit Advices				3		2		5	
17. Correspondence				3		2		5	
Miscellaneous:									
18. Property Disposition Request				2				2	
19. Property Identification Request				2				2	
20. Inventory Log Sheets				2				2	
21. CPD Log Sheets				C				C	
22. Work Orders				1		1		2	
23. Metered Postage Slips				1		1		2	
24. Data Key Punch Transmittals				2				2	
25. Central Stores Order Sheets				1		1		2	
26. Revenue and Expenditure Monthly Reports				2				2	
Accounting Records:									
27. Journal Vouchers				3				3	
28. Cash Journal				3				3	
29. Treasurer's Entries				3				3	
30. General Ledger				3				3	
31. Cash Bond Deposit Ledgers with 0 balances				3				3	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE				
DEPARTMENT				General Accounting								
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
				0	C	0	C	0	C	0	C	Ends up with Ø balance
Accounting Records: (contd.)												
32. Cash Bond Deposit with Open Bal.				C								
33. *Fixed Asset Sub-Ledgers				3				3		3		
34. Water Dept. Inventory Ledgers				P								
35. Appropriation Ledgers				3				3		3		
Tabulation Runs:												
36. Revenue - Cumulative				3						3		
37. Revenue - Detail				3						3		
38. Cash Receipts Summary				3						3		
39. Invoice Listing				P								
40. Ambulance Billing				3						3		
41. Accounts Receivable				3						3		
42. Fixed Assets				3						3		
* Includes Water Dept. & Vehicle Shop.												

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE							
DEPARTMENT				Licensing											
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS					
				OFFICE AREA		Inactive		MICROFILM AFTER						DESTROY AFTER	
				0	C	0	C	0	C	0	C				
1. Business License Applications				5						5					
2. Regulatory Permits				3						3					
3. Bicycle Licenses				2						2					
4. Correspondence				3						3					
5. Special Charges				2						2					
6. Transient Occupancy Tax Data				7						7					

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT City Controller				DIVISION Payroll				EFFECTIVE DATE	
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
	0	C	0	C	0	C	0	C	
1. Time Sheets	2					2	m/f		
2. Payroll Registers	2					2	m/f		
3. Personnel Action Forms	3					3	m/f		
4. Transmittals (check & time sheets)							6mo.		
5. Insurance Forms	2		2						Destroy after 4 years
6. Year To Date Register	2					2	m/f		
7. Leave Registers	2					2	m/f		
8. Distribution Sheets (work sheets)	2		2				4		Store after 2 years

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE					EFFECTIVE DATE							
DEPARTMENT				DIVISION				EFFECTIVE DATE				
City Controller				Water Receivables								
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
				0	C	0	C	0	C	0	C	
Accounts Receivable--Water/Wastewater/ Solid Waste Enterprise Funds												
Monthly Registers:												
1. Billing Registers				3	1	2	1			5	2	
2. Daily Cash Receipts, Daily Adjustments, Input and Error Adjustment Entries, Input and Error Cash Receipts Entries, Cycle/Route Audit Reports, Open Balance Registers, Book Total Listings, Adjustments					1		1				2	
Consumer Guarantee Deposits:												
3. Receipts					P							
4. Outstanding Listings					1		2				3	
5. New Deposits Listings and Deposit Impairment Listings					5						5	
Miscellaneous Files:												
6. ON and OFF Orders, Customer Corres- pondence File					2		2				4	
7. Completed Meter Book Pages				2		1				3		
8. Water Service Applications - Inactive Accounts					P							
9. Bills Collectible (Invoices)				1		3				4		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
FIRE									
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
	0	C	0	C	0	C	0	C	Confidential
Administrative Incident Reports	5	2					5	2	
Air Pollution Control District	2	2					2	2	
Ambulance Reports	P	2			5		5	2	
Ambulance Specifications and Equipment	5	2					5	2	
Battalion Chief Management Unit	5	2					5	2	
Beverly Hills Firemens Association	5	2					5	2	
Budget Information and Expenditure Statements	2	2					2	2	
Budget worksheets (yearly)	5	2					5	2	
Central Services	5	2					5	2	
Change in Assignment	5	2					5	2	
City Attorney	5	2					5	2	
City Council	5	2					5	2	
City Manager	5	2					5	2	
Commendations	2	2	P				P	2	
Communication Devices	5	2					5	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE		
DEPARTMENT		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
RECORD SERIES TITLE		O	C	O	C	O	C	O	C	
Conflict of Interest		5	2					5	2	
Civil Service Eligible Lists		5	2					5	2	
Data Processing		5	2					5	2	
Day Sheets		P	2			5		5	2	Retain some for archives
Emergency Facilities Information		5	2					5	2	
Emergency Preparedness		5	2					5	2	
Environmental Review Board		2	2					2	2	
Finance Office		5	2					5	2	
Fire Alarm System		5	2					5	2	
Fire Chief		5	2					5	2	
Fire Prevention Bureau		5	2					5	2	
Fire Reports		P	2			5		5	2	Retain some for archives
Fire Service Day		2	2					2	2	
High-Rise Information		5	2					5	2	
Industrial Accidents		P	2			5		5	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE		
DEPARTMENT		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
RECORD SERIES TITLE		O	C	O	C	O	C	O	C	
Inglewood Training Program		2	2					2	2	
Insurance Services Office		5	2					5	2	
Intra-Departmental Communications		5	2					5	2	
Inquiry Letters		2	2					2	2	
L.A. City and County		2	2					2	2	
Occupancy Files on all Business and Apartment Residences in the City		P	2					P	2	
Paramedic Inquiries and all Other Information		5	2					5	2	
Paramedic Release Forms		5	2					5	2	
Paramedic Training and Recertification		5	2					5	2	
Personnel Recall		5	2					5	2	
Personnel Records (current)		P	2			5*		P	2	*5 years after termination
Personnel Services		5	2					5	2	
Physical Agility Testing		5	2					5	2	
Physical Fitness Program		5	2					5	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION				EFFECTIVE DATE		
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
Police Department	0 5	C 2	0	C	0	C	0 5	C 2	
Public Appearance Request File	2	2					2	2	
Public Safety Facility	5	2					5	2	
Public Works	5	2					5	2	
Red Cross	2	2					2	2	
Safety Information and Meeting Minutes	5	2					5	2	
Staff Meeting Minutes	5	2					5	2	
Training Schedules	2	2					2	2	
Water Department	5	2					5	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE									EFFECTIVE DATE					
DEPARTMENT					DIVISION									
LIBRARY					ADMINISTRATION									
RECORD SERIES TITLE					RETENTION PERIOD								REMARKS	
					OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
					O	C	O	C	O	C	O	C		
A. GENERAL CORRESPONDENCE & INFORMATION														
1. Departments - City of Beverly Hills														
Historical/Vital					P	1					-	1		
Current					1	1	1	-			2	1		
2. Library Divisions														
Historical					P	1					-	1		
Current					1	1	1	-			2	1		
3. Organizations														
a. City of Beverly Hills														
(Commissions, Committees, etc.)														
Historical					P	1					-	1		
Current					1	1	1	-			2	1		
b. Outside Organizations														
(Chamber of Commerce, etc.)														
Historical					P	1					-	1		
Current					1	1	1	-			2	1		
c. Library Organizations														
(Friends, MCLS, etc.)														
Historical					P	1					-	1		
Current					1	1	1	-			2	1		

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FY - FISCAL YEAR (Current)

P - PERMANENT

S - SUPERSEDED

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L

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
LIBRARY				ADMINISTRATION					
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER	
				O	C	O	C	O	C
B. PERSONNEL									
1. Permanent Employee files					P			-	*
2. Part-time Employee files					P			-	*
3. Terminated employees files					1		1	*Send to Personnel Dept.	
C. RECORDS									
1. Library time sheets				1	1	1	-	2	1
2. Payroll time sheets				2	1	2	-	4	1
3. Payroll records (Pac Numbers, Leave Registers, Overtime, Payroll Registers, etc.)				2	1	2	-	4	1
4. Library Division Statistics				P	1			-	1
5. Library Budget									
a. Capital Improvement Programs				P	1			P	1
b. Worksheets				1	1	1	-	2	1
c. Historical				P	1			P	1
d. Current				1	1	1	-	-	1

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE				
DEPARTMENT				(Administrative Aide)								
LIBRARY												
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
				0	C	0	C	0	C	0	C	
I <u>Purchases & Payments</u>												
a) Invoices & credit memos					2		3		-		5	
b) Purchase orders					2		3		-		5	
c) Requisitions					FY		1		-		1	
d) Warrant requests					2		3		-		5	
II <u>Revenue</u>												
a) Transmittals					FY		1		-		2	
b) Cashier receipts					FY		1		-		2	
c) Expenditures (ledger) and receipts					2		3		-		5	
III <u>Budget</u>												
a) Documents					FY		1		-		2	
b) Departmental monthly budget analyses					FY		1		-		2	
c) City statements of expenditures					FY		1		-		2	
IV <u>Reports</u>												
a) Quarterly to City Manager					FY		2				2	
b) Monthly Library Activities					FY		-				-	
c) Outside reports, e.g., California State Library annual, MCLS, etc.					FY		5				5	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT

LIBRARY

DIVISION

(ADMINISTRATIVE AIDE)

EFFECTIVE DATE

RECORD SERIES TITLE

RETENTION PERIOD

OFFICE
AREA

Inactive

MICROFILM
AFTER

DESTROY
AFTER

REMARKS

0

C

0

C

0

C

0

C

V. Inventory

- a) City inventory print-outs
- b) Departmental inventory of art objects owned by City/Library
- c) Departmental inventory of small equipment

FY.
P

1

2

P

VI Correspondence

- a) Re purchases & payments
- b) Re equipment maintenance
- c) Interdepartmental
- d) Trust fund accounts

2

1

5

2

1

3

FY

1

2

P

-

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE											
DEPARTMENT				DIVISION				EFFECTIVE DATE			
LIBRARY				AUDIO-VISUAL							
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
		0	C	0	C	0	C	0	C		
AUDIO-VISUAL DIVISION											
1. Budget - current fiscal year		-	3					-	3		
2. Budget - next fiscal year		-	1					-	1		
3. Correspondence - General		-	3					-	3		
4. MCLS - General memos		2	-					2	-		
5. Calendar information		2	-					2	-		
6. Press releases		5	-					5	-		
7. M&O Orders - in process		2	-					2	-		
8. Monthly reports -		3	-					3	-		

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5

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT		DIVISION						EFFECTIVE DATE	
LIBRARY		CHILDREN'S							
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
		O	C	O	C	O	C	O	C
CHILDREN'S DIVISION									
1.	Children's Dept. Statistics	1	1					1	1
2.	Correspondence	1	1					1	1
3.	Press releases	1	1					1	1
4.	Interoffice communications	1	1					1	1
5.	Budget	2	-					2	-
6.	Memorial Collections file	P	1					-	1
7.	Monthly reports	1	6 mo					1	6 mo
8.	Film file	1	-					1	-
9.	Center of films for children	1	-					1	-

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
LIBRARY				CIRCULATION					
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER	
				0	C	0	C	0	C
CIRCULATION DIVISION									
1. Transaction Records on Microfilm now								P	-
2. Daily Statistics				-	P			-	-
3. Correspondence				2	1			2	1

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE				DIVISION				EFFECTIVE DATE		
DEPARTMENT				REFERENCE						
LIBRARY										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		0	C	0	C	0	C	0	C	
REFERENCE DIVISION										
1. Metropolitan Cooperative Library System Title Requests		6 Mo.	-					6 Mo.	-	
2. Interlibrary Loan Requests		1	-					1	-	
3. General Correspondence		1	1					1	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
MANAGEMENT SERVICES				Administration						
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS		
				OFFICE AREA		Inactive				MICROFILM AFTER
				0	C	0	C	0	C	
<u>Correspondence</u>										
Departments (Incoming)				2				2	(or upon review)	
(Outgoing)					1				1 AR	
Subject (Incoming)				2				2	(or upon review)	
(Outgoing)					1				1 AR	
Chronological Files				-	5			-	5	
Personnel Files				-	P*			-	P*	*Until terminated, then to Personnel
Budget Information					3				3	
Audit Information				P-AR	2			AR	2	
Manuals and Reports				5	5			5	5	
Centrex Directory - Masters				P-S	S			S	S	
Masters - Reports, Manuals, Etc.				5				5	(review prior to destruction)	
Agenda Packets					6 mos.				6 mos.	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT		DIVISION						EFFECTIVE DATE	
MANAGEMENT SERVICES		DATA SERVICES							
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
		O	C	O	C	O	C	O	C
City of Beverly Hills:									
Departments - incoming, outgoing		FY	1					2	1
Computer System - R.F.P.		-	-					2	1
Courses, Classes - student		FY	1					2	-
Consultants		E	1					2	1
Credit Union		FY	1					2	1
Computer Maintenance Services		FY	1					2	1
Data Services Employees		P	2					2	T
Job Specifications		FY	1					1	-
Los Angeles:									
City, County		2	1					2	1
Municipal D.P. Directors		2	1					2	1
Other Cities - bids, contracts		P	1					P	1
Overtime Requests		FY	1					1	1
Management		FY	1					2	1
Personnel Services Forms		FY	1					2	1
Priority Committee		FY	1					2	1
Production Control - Data Services		P	1					P	1
Purchase Requisitions		FY	2					2	1
Request For Service		FY	1					2	1
Request For Warrant		FY	2					2	1
Sample Forms		P	1					P	1
Special Projects									
Current/Active		P	1					P	1
Completed		P	1					P	1

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION SCHEDULE													
DEPARTMENT				DIVISION				EFFECTIVE DATE					
MANAGEMENT SERVICES				DATA SERVICES									
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
Staff Memorandums Original Forms w/ Printing Order Quarterly Report Budget				O	C	O	C	O	C	O	C		
				FY	1					2	1		
				5	2					5	2		
				FY	1					2	1		
				FY	1	5	2			5	2		
All records contained on magnetic files located in the Data Services' computer facility are results of user input (source documents). These data are periodically updated through additional user input. These data are considered confidential by Data Services' staff and not available to public access. If, in an instance, the public should have a need for any information contained within the system, the inquiry would have to be instigated through the user.													

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND EVALUATION BOARD				DIVISION				EFFECTIVE DATE							
DEPARTMENT				Purchasing											
MANAGEMENT SERVICES															
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
				0	C	0	C	0	C	0	C				
Purchase Orders				5 yrs.						5					
Requisitions				5 yrs.						5					
Bids				5 yrs.						5					
Vendors File (constantly updated)															
Tax Exemption Certificates				2	1					2	1				
Purchasing does not maintain any records that are permanent or that require microfilming.															

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT MANAGEMENT SERVICES				DIVISION RISK MANAGEMENT '				EFFECTIVE DATE				
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER			DESTROY AFTER	
				0	C	0	C	0	C	0	C	* Destruction date to * be determined by City Attorney's Office on a file by file basis.
1. ACCIDENTS												
A. LOG				2	1			2		m/f	1	
B. REPORTS				2	1			2		m/f	1	
C. CORRESPONDENCE				2	1			2		m/f	1	
II. CLAIMS												
A. LOG				2	1			2		m/f	1	
B. REPORTS				2	1			2		m/f	1	
C. CORRESPONDENCE				2	1			2		m/f	1	
III. WORKERS COMPENSATION												
A. LOG				2	1			2		m/f	1	
B. REPORTS				2	1			2		m/f	1	
C. CORRESPONDENCE				2	1			2		m/f	1	
IV. REPORTS & CORRESPONDENCE												
A. DEPARTMENTAL				3	1			-		3	1	
B. CITY				3	1			3		m/f	1	
C. STATE				2	1			-		2	1	

* Destruction date to
* be determined by City
Attorney's Office on
a file by file basis.

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT		DIVISION						EFFECTIVE DATE	
PERSONNEL									
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
I. <u>PERSONNEL</u>		0	C	0	C	0	C	0	C
A. Active Employee Files		P	1					1	
B. Temporary and Part time Employee Files		P	1					1	
C. Terminated Employee Files		3	1	2		5		1	
D. <u>RECRUITMENT</u>									
1) Eligible Lists		3	1	2				5	1
2) Applications		1	1	2				3	1
3) Interest Cards		1	1	-	-	-	-	1	1
II. <u>CORRESPONDENCE *</u>									
A. <u>By Departments</u>									
1) Historical/Vital		P	1	-	-	5	-	-	1
2) General		2	1					2	1
B. <u>By Subjects</u>									
1) Historical/Vital		P	1	-	-	5	-	-	1
2) General		2	1					2	1
* (Originals or record copies of various forms of written communication)									
III. <u>CIVIL SERVICE COMMISSION</u>									
A. Minutes		-	2	-	-	-	-	-	2
B. Packets		5	1	-	-	5	-	-	-
IV. <u>DEPARTMENTAL RECORDS</u>									
A. Time Sheets, Sick Leave, PAC Listing and Payroll Register		-	1	-	-	-	-	-	1
			Mo.						Mo.

Original in City Clerk's Ofc.

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION				EFFECTIVE DATE	
PLANNING								
RECORD SERIES TITLE			RETENTION PERIOD				REMARKS	
			OFFICE AREA		Inactive		MICROFILM AFTER	
			0	C	0	C	0	C
<u>PLANNING COMMISSION</u>								
Planning Commission meeting files			3	-	-	-	3	-
Agendas, Minutes, Resolutions			-	P	-	-	-	-
Reports to City Council			-	1	-	-	-	1
Reports to City Manager			-	2	-	-	-	2
Commission Members			P	-	-	-	-	-
Conflict of Interest Code			2	1	-	-	2	1
Correspondence			3	1	-	-	3	1
Joint Meetings			2	1	-	-	2	1
General								
Historical			P	-	-	-	-	-
Current			2	1	-	-	2	1

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION				EFFECTIVE DATE	
PLANNING								
RECORD SERIES TITLE			RETENTION PERIOD				REMARKS	
			OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
<u>ARCHITECTURAL COMMISSION</u>			0	C	0	C	0	C
Architectural Commission Case Files			2	2	-	-	2	2
Architectural Commission Meeting Files			2	2	-	-	2	2
Agendas, Minutes			-	P	-	-	-	-
Commission Members			P	-	-	-	-	-
Awards Program			P	1	-	-	-	1
Historical			2	1	-	-	2	1
Current			2	1	-	-	2	1
Special Projects			2	1	-	-	2	1
Correspondence			3	1	-	-	3	1
General			P	-	-	-	-	-
Historical			2	1	-	-	2	1
Current			2	1	-	-	2	1
Conflict of Interest			2	1	-	-	2	1

Originals in City Clerk's Office

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PAGE NO

2

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION						EFFECTIVE DATE	
PLANNING										
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS	
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
<u>ENVIRONMENTAL REVIEW BOARD</u>	0	C	0	C	0	C	0	C	Originals in City Clerk's Office	
Environmental Review Board Case Files	2	2	-	-	2		2	2		
Categorical Exemption Applications	2	1	-	-	2		2	1		
Environmental Review Board Meeting Files	2	2	-	-	2		2	2		
Agendas, Minutes, Resolutions	-	P	-	-	-	-	-	-		
Local, State and Federal Agencies	3	1	-	-	-	-	3	1		
Board Members	P	-	-	-	-	-	-	-		
Correspondence	3	1	-	-	-	-	3	1		
General										
Historical	P	-	-	-	-	-	-	-		
Current	2	1	-	-	-	-	2	1		

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RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND REVIEW				DIVISION				EFFECTIVE DATE	
DEPARTMENT									
PLANNING									
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
<u>PLANNING DEPARTMENT</u>	0	C	0	C	0	C	0	C	
Daily File	-	1	-	-	-	-	-	1	
Miscellaneous Correspondence (annual files)	3	1	-	-	-	-	3	1	
Assignments	2	1	-	-	-	-	2	1	
Conflict of Interest	2	1	-	-	-	-	2	1	
Questionnaires	2	-	-	-	-	-	2	-	
Budget	-	2	-	-	-	-	-	2	
Quarterly Reports	-	2	-	-	-	-	-	2	
Annual Reports	-	2	-	-	-	-	-	2	
Bills	-	2	-	-	-	-	-	2	
Disaster Planning	2	1	-	-	-	-	2	1	
Consultants	2	1	-	-	-	-	2	1	
Citizen Complaints	2	1	-	-	-	-	2	1	
Development Interest	2	1	-	-	-	-	2	1	

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4

RECORDS TRANSFER AND RETENTION SCHEDULE

RECORDS TRANSFER AND RETENTION				DIVISION				EFFECTIVE DATE							
DEPARTMENT															
PLANNING															
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
<u>PLANNING DEPARTMENT</u>				0	C	0	C	0	C	0	C				
Procedures															
General				2	1	-	-	-	-	2	1				
Historical				P	-	-	-	-	-	-	-				
Records Management				2	1	-	-	-	-	2	1				
Fees				2	1	-	-	-	-	2	1				
Special Studies															
Historical				P	-	-	-	-	-	-	-				
Current				2	1	-	-	-	-	2	1				
Applications/Cases															
Conditional Use Permits				2	1	-	-	Annual	-	2	1				
Tentative Tracts/Lot Splits				2	1	-	-	2	-	2	1				
Variances				2	1	-	-	Annual	-	2	1				
Annexations															
General				2	1	-	-	-	-	2	1				
Cases				2	1	-	-	T	-	2	1				
Subdivision Map Act				2	1	-	-	-	-	2	1				

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PAGE NO.

5

DEPARTMENT		DIVISION		EFFECTIVE DATE					
PLANNING									
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
<u>PLANNING DEPARTMENT</u>	0	C	0	C	0	C	0	C	* File to Personnel after termination.
Comprehensive Employment & Training Act (CETA)	2	1	-	-	-	-	2	1	
Personnel	*	-	-	-	-	-	-	-	
Accident/Liability Reports	-	2	-	-	-	-	-	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION						EFFECTIVE DATE			
PLANNING													
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
<u>GENERAL PLAN *</u>				0	C	0	C	0	C	0	C	* All historical material is permanent. Current to be destroyed as indicated.	
General Information				C+ 2	1	-	-	-	-	C+2	1		
Policy Plan				C+ 2	1	-	-	-	-	C+2	1		
Environmental Setting				C+ 3	1	-	-	-	-	C+3	1		
Post General Plan				C+ 2	1	-	-	-	-	C+2	1		
Business Triangle				C+ 3	1	-	-	-	-	C+3	1		
Circulation/Transportation				C+ 3	1	-	-	-	-	C+3	1		
Conservation				C+ 3	1	-	-	-	-	C+3	1		
Housing				C+3	1	-	-	-	-	C+3	1		
Land Use				C+ 3	1	-	-	-	-	C+3	1		
Noise				C+ 3	1	-	-	-	-	C+3	1		
Open Space				C+ 3	1	-	-	-	-	C+3	1		
Safety				C+3	1	-	-	-	-	C+3	1		
Scenic Highway				C+ 3	1	-	-	-	-	C+3	1		
Seismic Safety				C+ 3	1	-	-	-	-	C+3	1		
Urban Design				C+3	1	-	-	-	-	C+3	1		
Social				C+3	1	-	-	-	-	C+3	1		

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DEPARTMENT				DIVISION				EFFECTIVE DATE		
PLANNING										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
<u>ZONING</u> *		0	C	0	C	0	C	0	C	* All historical material is permanent. Current to be destroyed as indicated.
Zoning Code and Code Revisions										
General		3	1	-	-	-	-	3	1	
R-1		3	1	-	-	-	-	3	1	
R-4		3	1	-	-	-	-	3	1	
Commercial		3	1	-	-	-	-	3	1	
Industrial		3	1	-	-	-	-	3	1	
Transitional		3	1	-	-	-	-	3	1	
Administrative		3	1	-	-	-	-	3	1	
Sign Ordinance		3	1	-	-	-	-	3	1	
Zoning Code: Other Cities		3	1	-	-	-	-	3	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
PLANNING										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
<u>COMMUNITY DEVELOPMENT *</u>		0	C	0	C	0	C	0	C	* All historical material is permanent. Current to be destroyed as indicated.
Federal Agencies		3	1	-	-	-	-	3	1	
State Agencies		3	1	-	-	-	-	3	1	
County Agencies		3	1	-	-	-	-	3	1	
Los Angeles City Agencies		3	1	-	-	-	-	3	1	
General		3	1	-	-	-	-	3	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT PLANNING			DIVISION				EFFECTIVE DATE	
RECORD SERIES TITLE			RETENTION PERIOD				REMARKS	
			OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
<u>LOS ANGELES COUNTY</u>			0	C	0	C	0	C
General			2	1	-	-	2	1
Public Hearings			2	1	-	-	2	1
County Assessor			2	1	-	-	2	1
General Plan			3	1	-	-	3	1
<u>LOS ANGELES CITY</u>								
General			2	1	-	-	2	1
General Plan			3	1	-	-	3	1
Litigation								
Historical			P	1	-	-	-	1
Current			T+1	1	-	-	T+1	1

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DEPARTMENT				DIVISION								EFFECTIVE DATE	
PLANNING													
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
<u>GENERAL</u>				O	C	O	C	O	C	O	C	Originals in City Clerk's Office.	
Beverly Hills Unified School District: Historical				P	1	-	-	-	-	-	1		
California Legislature				2	1	-	-	-	-	2	1		
City Council				2	1	-	-	-	-	2	1		
Correspondence				2	1	-	-	-	-	2	1		
Agendas, Minutes				-	1	-	-	-	-	-	1		
General Fund Revenue				2	1	-	-	-	-	2	1		
History of Beverly Hills				P	-	-	-	-	-	-	-		
Organizations, Commissions, and Committees				P	-	-	-	-	-	-	-		
Historical				2	1	-	-	-	-	2	1		
Personnel Services				2	1	-	-	-	-	2	1		
Resolutions, Ordinances				-	2	-	-	-	-	-	2		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT		DIVISION						EFFECTIVE DATE	
POLICE									
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
		O	C	O	C	O	C	O	C
1. <u>ARREST PACKETS</u>									
FELONY (except murder, kidnapping, sex crimes - per P.C. 290)		10	2					10	2
Exceptions Above:		P	2					P	2
OTHER EXCEPTIONS: Records purgable per DOJ/CII request, and/or per order of Court, to be destroyed within specified time limit.									
MISDEMEANOR (except sex crimes per section P.C. 290)		7	2					7	2
Exceptions Above:		P	2					P	2
OTHER EXCEPTIONS: Marijuana arrests purgable under 11361.5 H&S; DOJ/CII requests and/or order of Court to be destroyed within specified time limit.									
2. <u>CITY EMPLOYEE FILE PACKETS</u>		2	2			*		*	*
3. <u>POLICE EMPLOYEE FILE PACKETS</u>		P	2					P	2
4. <u>NON-CITY EMPLOYEE FILE PACKETS/FORM 10</u>		2	(2)	(after termination of employment or expiration of permit)				2	(2)
5. <u>FINGERPRINT CARDS</u> (retain/destroy within period corresponding to either #1 through #4)									

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT POLICE			DIVISION						EFFECTIVE DATE	
RECORD SERIES TITLE			RETENTION PERIOD						REMARKS	
			OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
			O	C	O	C	O	C	O	C
6. <u>CASE FILES</u> (numerical report files):										
Murder/Homicide			P	P					P	P
Kidnap			P	P					P	P
Embezzlement of public monies			P	1					P	1
Falsification of public records			P	1					P	1
Traffic Accident/Injury			5	1					5	1
Traffic Accident/Non-Injury			5	1					5	1
Stolen Vehicle			5	1					5	2
Recovered Vehicle			5	1					5	1
Impounded Vehicle			5	1					5	1
Repossessed Vehicle			5	1					5	1
Stolen License Plate/s			5	1					5	1
Robbery			5	2					5	2
Forgery			5	2					5	2
Burglary			5	2					5	2
Grand Theft			5	2					5	2
Rape			5	2					5	2
Assault-Aggravated			5	2					5	2

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
POLICE										
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS		
		OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
		0	C	0	C	0	C	0	C	
6. <u>CASE FILES continued</u>										
	Theft	5	1					5	1	
	Stolen Bicycle	5	1					5	1	
	Loss Report	5	1					5	1	
	Assault - Non Aggravated	5	1					5	1	
	Found Report	5	1					5	1	
	Miscellaneous Investigation Report	5	1					5	1	
	Miscellaneous Incident Report	5	1					5	1	
	Animal Complaint	5	1					5	1	
	Noise Complaint	5	1					5	1	
	Ambulance Follow-up Report	5	1					5	1	
	Death Report	5	1					5	1	
	Missing Person	5	1					5	1	(P) IF STILL MISSING
	Traffic Arrests	5	5					5	1	
	Psycho Arrest/Detention	5	5					5	1	
	Felony Arrest	5	5					5	1	
	Misdemeanor Arrest	5	5					5	1	
7. <u>MISCELLANEOUS FILES</u>										
	Signed Citations	4						4		
	Absentee Citations	2						2		

(P) IF STILL MISSING

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE									
POLICE																	
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS					
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER							
				0	C	0	C	0	C	0	C						
7. MISCELLANEOUS FILES continued																	
Incident Summaries				3						3							
Permits & Permit Applications				2	(after expiration)						2	(after expiration)					
Property Releases				5						5							
Bail Receipts				5						5							
Cash Transmittals				5						5							
Warrant Transmittals				5						5							
General Correspondence				5						5							
Exceptions:																	
a. Letters which are part of a contract.																	
b. Letters denying liability of City.																	
c. Letters which the City may need in Court to disprove liability and/or to enforce rights of the City.																	
Exceptions Above:				P						P							
Jail Register				P						P							
Case Book Log				P						P							
PIRS Cards				2						2							
(POLICE INCIDENT REPORT SYSTEM)																	
				DATA PROCESSING MAKES PRINT OUT FROM THESE CARDS;													

DATA PROCESSING MAKES PRINTOUT FROM THESE CARDS;

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
POLICE										
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS		
		OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
		O	C	O	C	O	C	O	C	
7. MISCELLANEOUS FILES continued										
Background Investigations on rejected Police Employee Applicants		2						2		
Background Investigations on Police employees		5						5		
Personnel Files :										
a. Data regarding injuries, work related illness, official disciplinary action		P	P					P	P	
b. Non essential data, e.g. off-duty sick slips, verbal reprimand notes, transfers, etc.		2						2		
City of Beverly Hills Payroll Report		2	2					2	2	
Overtime authorization		2	2					2	2	
Request for remuneration		2	2					2	2	
Request for special duty officer(s)		2	1					2	1	
Investigations --Closed										
Citizens complaints-Unsubstantiated		5	-					5	-	
Citizens Complaints-Substantiated		P	-					P	-	

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DEPARTMENT		DIVISION						EFFECTIVE DATE	
POLICE									
RECORD SERIES TITLE		RETENTION PERIOD						REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
		O	C	O	C	O	C	O	C
8. <u>INDEX CARDS (Diebold File):</u>									
City Employee		2		(after termination)		2		(after termination)	
Police Department Employee		P						P	
School Employee		2						2	
Hotel Employee		2						2	
Liquor Handler		2		After termination/		2		After termination/	
Answering Service		2		expiration of permit		2		expiration of permit	
Auctioneer		2		"				2	
Peddler		2		"				2	
Second Hand Dealer		2		"				2	
Tow Truck Driver		2		"				2	
Cab Driver		2		"				2	
Masseurs		2		"				2	
Burglar Alarm Company Employees permits.		2		"				2	
Traffic Accident/Injury		5						5	
Traffic Accident/Non-Injury		5						5	
Stolen Vehicle		5						5	
Recovered Vehicle		5						5	
Impounded Vehicle		5						5	

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DEPARTMENT		DIVISION						EFFECTIVE DATE		
POLICE										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		O	C	O	C	O	C	O	C	
8. <u>INDEX CARDS (Diebold File) continued</u>										
Repossessed Vehicle		5						5		
Stolen License Plate/s		5						5		
Murder/Homicide		P						P		
Kidnap		P						P		
Embezzlement of public monies		P						P		
Falsification of public records		P						P		
Sex Registrant per P.C. 290		P						P		
Felony Arrest Card		P						P		
Misdemeanor Arrest Card		P						P		
Traffic Arrest		5						5		
Psycho Arrest		5						5		
Beverly Hills Municipal Code Arrest		5						5		
Robbery		5						5		
Forgery		5						5		
Burglary		5						5		
Grand Theft		5						5		
Rape		5						5		

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POLICE										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
		0	C	0	C	0	C	0	C	
8. <u>INDEX CARDS (Diebold File) continued</u>										
Assault - Aggravated		5						5		
Assault - Non Aggravated		5						5		
Theft		5						5		
Stolen Bicycle		5						5		
Loss Report		5						5		
Found Report		5						5		
Incident Report		5						5		
Animal Complaint		5						5		
Noise Complaint		5						5		
Miscellaneous Complaint		5						5		
Ambulance Report		5						5		
Death Report		5						5		
Missing Person		5						5		
Miscellaneous Investigation Report		5						5		
Gun Purchase		5						5		
Wanted Person		P (until cancelled)						P (until cancelled)		
Suspect		P (until cancelled)						P (until cancelled)		
TASR Card (Traffic Accident Special Report Cards)		2						2		
F. I. Card (Field Interview Card)		2						2		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT POLICE				DIVISION PARKING ENFORCEMENT				EFFECTIVE DATE 4-1-77		
RECORD SERIES TITLE		RETENTION PERIOD							REMARKS	
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
<u>CITATION</u> BOOK COPIES OF PARKING CITATIONS		0 2	C	0 C	C	0 C	C	0 2	C	
<u>MISCELLANEOUS</u> VEHICLE EQUIPMENT RADIO EQUIPMENT PURCHASE ORDERS			2 2 2					2 2 2		
<u>STATISTICS</u> MONTHLY TALLY SHEETS BUDGET			2 P					2 P		
<u>CORRESPONDENCE</u> GENERAL MEMOS (INCOMING)		2	2					2	2	

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DEPARTMENT		DIVISION						EFFECTIVE DATE		
PUBLIC SERVICES		Administration								
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTRUCTION AFTER		
I. Correspondence		0	C	0	C	0	C	0	C	
A. Associations & Boards		4	1					4	1	
B. Beverly Hills (local residents & businesses)		2	1					2	1	
C. Beverly Hills City Council		2	1					2	1	
D. Capital Improvement		4	2					4	2	
E. Commissions & Committees		2	1					2	1	
F. Conferences		2	1					2	1	
G. Federal Government		2	1					2	1	
H. Insurance, correspondence		2	1					2	1	
I. Interdepartmental (Bev. Hills)		2	1					2	1	
J. Intradepartmental (" ")		2	1					2	1	
K. Los Angeles County		2	1					2	1	
L. Other Cities		2	1					2	1	
M. Public Utilities		2	1					2	1	
N. So. California Rapid Transit District		2	1					2	1	
O. So. Pacific Transportation Company		5	2					5	2	
P. State of California		2	1					2	1	
Q. Chronological files		---	2					---	2	
R. Miscellaneous		2	1					2	1	

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DEPARTMENT			DIVISION						EFFECTIVE DATE		
PUBLIC SERVICES			Administration								
RECORD SERIES TITLE			RETENTION PERIOD						REMARKS		
			OFFICE AREA		Inactive		MICROFILM AFTER			DESTROY AFTER	
II. Reports			0	C	0	C	0	C	0	C	
A. Accident			2	1					2	1	
B. Associations & Boards			4	1					4	1	
C. Capital Improvement			4	2					4	2	
D. City Council (B.H.)			2	1					2	1	
E. Commissions & Committees			2	1					2	1	
F. Conferences			2	1					2	1	
G. Consultants			4	1					4	1	
H. Emergency Operating Plan			-	2					-	2	
I. Insurance reports			2	1					2	1	
J. Inventory			2	1					2	1	
K. Los Angeles County			2	1					2	1	
L. Other Cities			2	1					2	1	
M. Public Works/Services originated			4	1					4	1	
N. Public Utilities			2	1					2	1	
O. State of California			2	1					2	1	
P. Federal Government			2	1					2	1	
Q. Miscellaneous			2	1					2	1	
III. Projects (Tentative/Miscellaneous)			4	2					4	2	
IV. Budget Documents & Financial Statements			2	1					2	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT PUBLIC SERVICES				DIVISION Administration				EFFECTIVE DATE	
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
V. Payroll Records	0	C	0	C	0	C	0	C	*Originals to Personnel copies retained until termination, then for- warded to Personnel Services for combining and microfilming.
	2	1					2	1	
VI. Personnel Records	T+5	T					T+5	T	
VII. Purchasing Documentation	2	1					2	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE				
Public Services ::				Building Maintenance								
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER			DESTROY AFTER	
				O	C	O	C	O	C	O	C	
PERSONNEL												
Current *												* Originals to Personnel
Employee folders containing:												Copies retained until
Personnel Action forms												termination, then for-
Performance Evaluations												ward to Personnel Serv.
Accident Reports												for combining and micro
Reprimands/commendations												filming
Time sheets--payroll record					2						2	
CITY HALL KEY FILE												
card file				P-S								On going basis.
CORRESPONDENCE												
Chronological file				-	1					-	1	
Inter Office				2	1					2	1	
Department				2	1					2	1	
PURCHASING												
Invoices				-	2					-	2	
Request for Warrant				-	2					-	2	
Credit Memos				-	2					-	2	
Purchase Requisitions				-	2					-	2	
Purchase Orders				-	2					-	2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT PUBLIC SERVICES				DIVISION ENGINEERING				EFFECTIVE DATE	
RECORD SERIES TITLE				RETENTION PERIOD					REMARKS
				OFFICE AREA	Inactive	MICROFILM AFTER		DESTROY AFTER	
1. Bid Summary Ledgers	O	C	O	C	O	C	O	C	
	C+5	-	-	-	-	-	C+5	-	
2. City Engineer Standard Construction Drawings	P	*	-	-	-	-	P	*	
3. Construction Bonds	C+2	-	-	-	-	-	C+2	-	Bonds required for construction work on private property
4. Engineering Project Files and Specifications	C+2	C	-	-	C+2	-	M/F	C	
5. Files:									
a. Buildings									
1) Private	C+2	C	-	-	C+2	-	M/F	C	
2) Public	C+2	C	-	-	C+2	-	M/F	C	
b. City of Los Angeles	5	3 mo	-	-	-	-	5	3 mo	
c. County of Los Angeles	5	3 mo	-	-	-	-	5	3 mo	
d. Environmental Review Board	5	3 mo	-	-	-	-	5	3 mo	
e. Federal	5	3 mo	-	-	-	-	5	3 mo	
f. Oil	5	3 mo	-	-	-	-	5	3 mo	
g. Property									
1) Annexations	P	1	-	-	-	-	P	1	
2) City Owned	P	1	-	-	-	-	P	1	
3) Easements	P	1	-	-	-	-	P	1	
4) Encroachments	P	1	-	-	-	-	P	1	
5) Vacations	P	1	-	-	-	-	P	1	
h. State of California	5	3 mo	-	-	-	-	5	3 mo	
i. Subdivision Files	C+2	-	-	-	C+2	-	M/F	-	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION						EFFECTIVE DATE		
PUBLIC SERVICES				ENGINEERING								
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
6. Maps:				0	C	0	C	0	C	0	C	Destroy only when superceded by new drawings
a. City Maps				P	*	-	-	I	-	P	*	
b. Subdivision Maps				P	P	-	-	-	-	P	P	
7. Permits:												Destroy only when permit is cancelled.
a. Class "A"				C+5	-	-	-	-	-	C+5	-	
b. Class "B"				C+5	-	-	-	-	-	C+5	-	
c. Encroachment				P	-	-	-	-	-	P	-	
d. State Highway				C+5	-	-	-	-	-	C+5	-	
e. Utility				C+5	-	-	-	-	-	C+5	-	
f. Permit Lits				2	-	-	-	-	-	2	-	
8. Plans and Plans and Profiles				P	-	-	-	I	-	P	-	Destroy only when superceded by new drawings
9. Rain Records				P	-	-	-	-	-	P	-	
10. Reference Material:												Destroy only when superceded by new material, maps or drawings or when they become obsolete.
a. Federal Channel Maps				P	-	-	-	-	-	P	-	
b. Manuals				P	-	-	-	-	-	P	-	
c. Miscellaneous				P	-	-	-	-	-	P	-	
d. Standard Drawings (Other Agencies)				P	-	-	-	-	-	P	-	
e. Utility Maps				P	-	-	-	-	-	P	-	
11. Rejected Bids				2	-	-	-	-	-	2	-	
12. Sewers:												Destroy only as updated by new data
a. Discharge Records				5	-	-	-	-	-	5	-	
b. House Connection Ledgers				P	-	-	-	-	-	P	-	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE			
PUBLIC SERVICES				ENGINEERING							
RECORD SERIES TITLE				RETENTION PERIOD					REMARKS		
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER	
Surveying Records				0	C	0	C	0	C	0	C
				C+5	-	-	-	-	-	C+5	-
				Time Sheets (Project Charges				10	-	-	-

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT		DIVISION		EFFECTIVE DATE			
PUBLIC SERVICES		PARKS					
RECORD SERIES TITLE	RETENTION PERIOD						REMARKS
	OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER			
REPORTS:	O	C	O	C	O	C	
City Council Agenda		1				1	
Civil Serv. Commission Agenda		1				1	
Traffic & Parking Commission		1				1	
P. S. Safety Committee		1				1	
Street Trees							
Historical	P	T+1			-	T+1	
General	T+2	T+1			T+2	T+1	
Sprinkler Systems							
Specifications		T+2				T+2	
Correspondence		T+2				T+2	
Backflow Devices		T+2				T+2	
Test		T+2				T+2	
Re-testing		T+2				T+2	
Budget Document		3				3	
M & O		3				3	
Compensation Plan		3				3	
CIP Budget Approved		5				5	
Budget items submitted and approved		3				3	
CORRESPONDENCE							
Chronological		3				3	
P. S. Safety Committee		CY				CY	
Equipment Vendors							
Parts List		*					* Life of equipment
St. Tree Advisory Committee							
Historical	P	T+1			-	T+1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT PUBLIC SERVICES				DIVISION PARKS - Page 2				EFFECTIVE DATE							
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
				0	C	0	C	0	C	0	C				
PURCHASING															
Request for Warrant					2							2			
Purchasing Requisitions					2							2			
Purchase Orders (closed)					2							2			
Invoices for Damages - Water					3							3			
T & P					3							3			
Invoices for Weed Abatement Program					3							3			
PERSONNEL															
Gen. Employee Folders - Present:*					*									* Originals to Personnel Copies retained until termination, then for- ward to Pers. Serv. for combining and micro- filming.	
Grievances															
Personnel Action Forms															
Performance Evaluations															
Educ. Reimbursement															
Leave Request Forms															
Accident Reports															
Vacation Schedule															

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT PUBLIC SERVICES				DIVISION SANITATION/REFUSE				EFFECTIVE DATE	
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
	O	C	O	C	O	C	O	C	
PERSONNEL - Current									* Originals to Pers. Serv.. Copies retained until term, then forward to Person. Serv. for combining and microfilming.
Employee folders containing:		*							
Leave Requests									
P. A. forms									
Accident Reports									
Reprimands/commendations									
CORRESPONDENCE									
Chronological		2						2	
INSPECTOR REPORTS									
Red Tag - Regulation Card (warning)	2		1					3	
Inspection Notice - 10 days	2		1					3	
Citation	2		1					3	
Daily Work Sheets	2							2	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE							
PUBLIC SERVICES				STREET											
RECORD SERIES TITLE				RETENTION PERIOD						REMARKS					
				OFFICE AREA		Inactive		MICROFILM AFTER						DESTROY AFTER	
				O	C	O	C	O	C	O	C				
EQUIPMENT SPECIFICATIONS					4						4				
PURCHASING															
Request for Warrant					1						1				
Requisitions					1						1				
Purchase Orders					1						1				
PERSONNEL - Current					*							*Originals to Pers. Serv.. Copies retained until termination, then forwarded to Personnel Services for combining and microfilm.			
Employee folders containing:															
Personnel Action forms															
Performance Evaluations															
Accident Forms															
Reprimands & Commendations															
REPORTS															
Log of complaints				2				2				Ret. to Street Division			
Foremen's Daily Report				2				2				Ret. to Street Division			
State Report - Maint.					2						2				
State Rpt. Cost for other City Dept.				3						3					
Quarterly Report					CY						CY	Destroy after current yr			
Cost Analysis				3						3		" " 3 yrs			
CORRESPONDENCE															
Chronological					1						1				

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT			DIVISION		EFFECTIVE DATE						
PUBLIC SERVICES			VEHICLE & EQUIPMENT SHOP								
RECORD SERIES TITLE			RETENTION PERIOD						REMARKS		
			OFFICE AREA		Inactive		MICROFILM AFTER				DESTROY AFTER
			O	C	O	C	O	C	O	C	
RECORDS:											
Mileage Turn-Around			2	2	4				6	2	
Fuel Cost			2	2	4				6	2	
Shop Inventory Records Kardex			*						-	-	* Life of vehicle, for reference purposes.
Work Orders Kardex				*					-	-	
Tool Repair Manuals			*								* Same as above
PURCHASING											
Invoices			-	2					-	2	
Request for Warrant			-	2					-	2	
Credit Memos			-	2					-	2	
Purchase Requisitions			-	2					-	2	
Purchase Orders			-	2					-	2	
PERSONNEL											
Time Sheets--Payroll records			-	2					-	2	** Originals to Personnel. Copies retained until termination, then forward to Pers. Serv. for combining and microfilming
Employee Folders - current **											
Performance Evaluations											
Educational Certificates											
CORRESPONDENCE											
Chronological			-	2					-	2	
Subject			-	2					-	2	
SPECIFICATIONS ***											***Life of vehicle

* Life of vehicle, for reference purposes.

* Same as above

** Originals to Personnel. Copies retained until termination, then forward to Pers. Serv. for combining and microfilming

***Life of vehicle

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE		
Public Services/Water										
RECORD SERIES TITLE		RETENTION PERIOD								REMARKS
		OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
I. GOVERNMENTAL		0	C	0	C	0	C	0	C	
A. Federal										
1. Correspondence		2	1	1				3	1	
2. Reports		2	1	2				4	1	
B. State of California										
1. Correspondence		2	1	1				3	1	
2. Reports		2	1	2				4	1	
C. County of Los Angeles										
1. Correspondence		2	1	1				3	1	
2. Reports		2	1	2				4	1	
D. City of Los Angeles										
1. Correspondence-Departmental		2	1	1				3	1	
2. Reports-Departmental		2	1	2				4	1	
E. City of Beverly Hills										
1. Correspondence-Departmental		2	1	1				3	1	
2. Reports-Departmental		2	1	2				4	1	
II. WATER DEPARTMENT										
A. Correspondence		2	1	1				3	1	
B. Reports		2	1	1				3	1	
C. Studies		2	1	2				4	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE					
Public Services/Water													
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
III. LAND				0	C	0	C	0	C	0	C	File to City Clerk for incorporation in file.	
A. City-owned													
1. Correspondence				P				Sale of property					
2. Reports				P				Sale of property					
B. Miscellaneous													
1. Correspondence				5	1			5		Mf	1		
2. Reports				5	1			5		Mf	1		
IV. CAPITAL IMPROVEMENT PROJECTS													
A. Correspondence				C+2	C+1	C+2	C+1			C+4	C+2		*City Clerk microfilms all contracts
B. Specifications				C+2	C+1	C+2	C+1	*		C+4	C+2		
C. Inspection Reports				C+2	C+1	P	P	C+2					
D. Payment file				C+2	C+1	C+2	C+1			C+4	C+2		
V. SERVICE CENTER													
A. Fire Hydrant Log Book				5						5			
B. Meter Change Order Log Book					3		2				5		
C. Work Order Log Book					3		2				5		
D. Excavation Permits					3		2				5		
E. Work Orders													
1. Meter changes & repairs					3		2				5		
2. New installations													
a. Meters					3		2				5		
b. Fire Services					3		2				5		
c. Hydrants					3		2				5		

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE					
RECREATION													
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER			
				O	C	O	C	O	C	O	C		
Administration													
1-1 Correspondence				2	FY	1				2	1		
1-1-a Chronological File				2	FY	1				2	1		
-b General Correspondence				2	FY	1				2	1		
-c Director and City Departments				2	FY	1				2	1		
-d Director and City Manager				2	FY	1				2	1		
-e Inter-Departmental				2	FY	1				2	1		
1-2 Finance													
1-2-a Audit				5	FY	1		5		m/f	1		
-b Budget						2					2		
-c Annual Reports				2		1				2	1		
-d Fees and Charges				2		1				2	1		
-e Capital Improvement & Outlay				2		1				2	1		
-f Revenue Sources				2	CY	1				2	1		
-g Purchasing				2		1				2	1		
1-3 Personnel						P*					P*	* Until 2 years after employee's termination when it will be sent to Personnel for combining with their files and microfilmed.	
1-3-a Personnel Management				2	CY	1				2	1		
-b Personnel Recruitment				2	CY	1				2	1		
-c Labor Relations				2				2		2			
-d Professional Development						2FY					2		
-e Civil Service Commission				2	CY	1				2	1		
1-4 Department Policies				P		1					1		
1-4-a Goals and Objectives				2				2		m/f	1		
-b Procedures				2		1		2		m/f	1		
-c Reorganization				2		1		2		m/f	1		

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DEPARTMENT				DIVISION					EFFECTIVE DATE	
RECREATION										
RECORD SERIES TITLE				RETENTION PERIOD					REMARKS	
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER
				O	C	O	C	O	C	
Outside Organizations										
2-1	Professional	2	AR	1				2	1	
2-2	Interest Groups	2	AR	1				2	1	
2-3	Government	3	AR	3	AR			3	3	
2-3-a	Los Angeles County	3	AR	1				3	1	
-b	Los Angeles City	3	AR	2	AR			3	2	
-c	State of California	3	AR	2	AR			3	2	
-d	Other Communities	3	AR	2	AR			3	2	
2-4	Community Groups	4	CY	1				4	1	
Facilities										
3-1	Parks									
3-1-a	History	P		1				-	1	
-b	Redevelopment	P		1				-	1	
-c	Operation	P		1				-	1	
-d	Supervision	3		1				3	1	
3-2	Tennis	2	CY	1				2	1	
3-2-a	Supervision	2		1				2	1	
3-3	Open Space	5		1		5		m/f	1	
Recreation Legislation										
4-1	State of California	5		1		5		m/f	1	
4-2	Federal Government	5		1		5		m/f	1	
4-3	Local	5		1		5		m/f	1	
Accidents and Emergencies										
5-1	Reports	3		1		3		m/f	1	
5-2	Safety Committee	3		1				3	1	
5-3	Legal Suits	2		1	CY			2	1	
5-4	Emergency Procedures	P-S		1				S	1	

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RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE							
RECREATION															
RECORD SERIES TITLE				RETENTION PERIOD								REMARKS			
				OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER					
				0	C	0	C	0	C	0	C				
Documents															
6-1 Publicity				3	CY	1				3	1				
6-2 City Reports						2					2				
6-3 Codes						S					S				
6-4 Directories						2	CY				2				
Inventory															
7-1 Equipment Inventory & Control				2	FY	1				2	1				
7-2 Department Equipment Inventory				2		1		2		m/f	1				
Activity Information															
8-1 Special Events				3	CY	1				3	1				
8-1-a Cultural Arts				3	CY	1				3	1				
-b Sports				3	CY	1				3	1				
8-2 Youth				3	CY	1				3	1				
8-3 Adults				3	CY	1				3	1				

RETENTION CODE

A - AUDIT

AR - ANNUAL REVIEW

C - CLOSED, COMPLETED, CANCELLED

"0" ORIGINAL "C" COPY

CY - CALENDAR YEAR (Current)

E - EXPIRED

FY - FISCAL YEAR (Current)

P - PERMANENT

S - SUPERSEDED

T - TERMINATED

R

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT				DIVISION				EFFECTIVE DATE	
Traffic and Parking				Engineering, Electrical, Meter Div.					
RECORD SERIES TITLE				RETENTION PERIOD				REMARKS	
				OFFICE AREA	Inactive	MICROFILM AFTER	DESTROY AFTER		
<u>PERSONNEL</u>				0	C	0	C	0	C
DP Tab runs & Employee time sheets				T&1				T&1	
<u>MANAGEMENT</u>					1				1
General				3				3	
Budget				3				3	
Cal OSHA				3				3	
Parking Facilities Management and Complaints				3				3	
Parking Facilities Agreements					3				3
Claims					3				3
Conflict of Interest					4				4
Emergency Plan				S				S	
Equipment Log				5				5	
Lease Agreements					T&5				T&5
Logistics				3				3	
MARS				3				3	
Parking Enterprise				3	3			3	3
Parking Rates				3				3	
Street Lighting				3				3	
Supplemental Agreements					T&3				T&3
System Inadequacies				3				3	
<u>CORRESPONDENCE</u>				3	3			3	3
<u>STATISTICS</u>				P	P				
<u>PROJECTS</u>				3	3			3	3
Construction and Engineering Projects				3				*	*

Then to Personnel Dept.

Originals kept by City Clerk and held forever.

* Review in 3 years

RETENTION CODE

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TR

RECORDS TRANSFER AND RETENTION SCHEDULE

DEPARTMENT Traffic and Parking				DIVISION Electrical and Parking Engineering, Meter Divisions				EFFECTIVE DATE	
RECORD SERIES TITLE	RETENTION PERIOD								REMARKS
	OFFICE AREA		Inactive		MICROFILM AFTER		DESTROY AFTER		
	0	C	0	C	0	C	0	C	
<u>GEOGRAPHIC FILES</u>	3	3					3	3	
<u>TRAFFIC AND PARKING COMMISSION</u>									
Correspondence, Staff Reports	3	3					3	3	
Agendas, Minutes, Reports to Council		3					P	Ⓛ	Originals in City Clerk's Office
									Ⓛ Engineering Library

RETENTION CODE

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TR

U.C. BERKELEY LIBRARIES



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